

Cedar Hill

INDEPENDENT SCHOOL DISTRICT



AUXILIARY HANDBOOK

2024-2025



CEDAR HILL INDEPENDENT SCHOOL DISTRICT

AUXILIARY HANDBOOK 2024-2025

If you have difficulty reviewing the information in this document because of a disability, contact the human resources department.

NOTE: In the event of a discrepancy between any information contained in the employee handbook and board policy, board policy will govern.

Non-Discrimination Statement

It is the policy of the Cedar Hill Independent School District not to discriminate on the basis of race, color, national origin, religion, sex, disability or age in its employment or in providing education or access to benefits of educational services, activities and programs. The following person is designated to handle inquiries regarding non-discrimination policies:

Hallema Jackson
Assistant Superintendent of Human Resources
285 Uptown Blvd.
Cedar Hill, TX 75104
972-291-1581 (x4038)
hallema.jackson@chisd.net

Notice to Employees Regarding Reports of Child Harassment or Abuse

Sexual abuse and harassment of students by district employees are forms of discrimination and are prohibited by law. Sexual abuse of a student is a crime punishable by imprisonment. These behaviors will not be tolerated by the Cedar Hill Independent School District's Administration or Board of Trustees. Employees engaging in inappropriate conduct with students will face possible termination.

All students, **regardless of their age**, are protected and shall not be sexually abused or harassed by an employee. Romantic or inappropriate social relationships between students and district employees are prohibited.

The law requires that any suspicion of child abuse be reported to the appropriate agency. Any person having cause to believe that a student's physical or mental health or welfare has been or may be adversely affected **shall** make a report to Child Protective and Services or a law enforcement agency, and inform his or her immediate supervisor or a central office administrator.

Failure to make a report is a crime punishable by a fine, imprisonment, or both. Suspected abuse must be reported to the appropriate agency within 48 hours.

A person who makes a report in good faith is protected by law from civil or criminal liability and will be protected from retaliation for reporting.

INTRODUCTION

Welcome to Cedar Hill Independent School District. We are situated in one of the fastest-growing communities in the area. Families around the state are drawn to our historic area for its scenic beauty and educational value. Our district's reputation of providing students with a quality education inspires them.

Cedar Hill ISD focuses on making a positive and significant difference in students' academic performance while stressing achievements and excellence at all levels. The district's curriculum is balanced with extracurricular activities that offer students the opportunity to explore their various interests as well as develop and sharpen their skills and talents.

The effectiveness of these programs relies on people like you who give students the desire to learn and excel.

The purpose of this handbook is to inform you of important information about your employment in the district and working with students of the CHISD. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the human resources office.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. Nothing in this handbook supersedes or contradicts district policy or changes any aspect of the employment relationship.

All district employees serve on an at-will basis unless they have received, signed, and returned a written contract authorized by the Cedar Hill ISD Board of Trustees. 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. CHISD policy is available online through a direct link at www.chisd.net.

CEDAR HILL ISD'S CORE VALUES

Pertaining to: Customer Service

- As employees of this district, we understand that everyone with whom we come in contact is our customer and we will care for them and treat them with common decency, courtesy, and respect.
- We will take action to exceed the expectations of our internal and external customers.
- We will strive to make a personal connection and form a partnership with each customer.
- We will eliminate the causes of customer dissatisfaction and transform the disgruntled person into a satisfied customer.

Who Are Our Customers?

Who are our customers? Too often we limit our definition of customers as someone who is outside of our organization. If we look up the word customer in the dictionary, we will find two definitions:

- 1) someone who buys,
- 2) a person with whom one has dealings.

It is this second definition that we will focus on in this manual.

Customers fall into external and internal categories and the success of our organization in part depends on how we treat all of our customers.

External Customers

These are people who we deal with either face-to-face or over the phone and do not necessarily work for the organization but have other business with us such as our students, parents, volunteers, delivery persons, and vendors.

Internal Customers

These people work inside the organization and rely on you for the services, products, and information that they need to get their jobs done. They are not traditional customers, yet they need the same care you give to our external customers.

By expanding our definition of customer to include your co-workers, we are taking a vital step toward excellent service.

The internal customer chain works both ways. Sometimes you are the customer and other times you are the service provider. For example, a co-worker may come to you and ask for a printout of a report. In this case, you are the service provider because you are giving what is needed. However, 10 minutes later you may turn around and go to that same co-worker and ask for help on a project; now you are the customer.

Your definition of service shapes every interaction you have with your customers.

If you hold the common idea that service is only giving the customer what he wants, you may well paint yourself into a corner every time a customer asks for something impossible for you to provide. If, on the other hand, you expand your definition of service to include *fulfilling the multitude of less obvious customer needs*, you will never encounter a time when you can't provide the customer with some level of service. By addressing the less obvious customer needs such as listening with empathy to customers when they have a problem or providing options and alternatives when you can't give them exactly what they want, you are ensuring that the customer leaves with some level of satisfaction.

One employee from our district is recognized at each regularly scheduled board meeting for providing stellar customer service. Our goal is to have our customers satisfied and say good things about us; we can only reach that goal with each of us doing our part.

We believe that every employee can be a leader, no matter their role. **"Unlocking Every Longhorn's Potential,"** the Cedar Hill ISD Leadership Definition, provides a common understanding of the leadership qualities we value.

It allows us to seek out and highlight individuals who exemplify and model what leading looks like in Cedar Hill ISD.

To guide CHISD staff toward owning their leadership development, we have developed three characteristics containing nine specific indicators.

Together, these characteristics and indicators define exceptional leadership in Cedar Hill ISD.



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INTRODUCTION

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CHISD AUXILIARY PERSONNEL EMPLOYMENT REQUIREMENTS

1. EQUAL OPPORTUNITY EMPLOYER

The Cedar Hill Independent School District is an Equal Opportunity Employer and does not discriminate in employment based on sex, race, color, religion, national origin, age, disability, status as a veteran, sexual preference, gender identity, genetics, or any other legally protected status.

The District's Title IX Coordinator is Hallema Jackson (hallema.jackson@chisd.net) Assistant Superintendent of Human Resources , 972-291-1581, 285 Uptown Blvd., Cedar Hill, TX. The ADA Coordinator is Dr.Norbert Whitaker(norbert.whitaker@chisd.net) the Executive Director of Student Services, 972-291-1581, 285 Uptown Blvd., Cedar Hill, TX. Employees with disabilities may contact the ADA Coordinator regarding reasonable accommodations.

2. APPLICATION AND INTERVIEW

Persons interested in applying for auxiliary positions with the CHISD should go online to www.chisd.net and fill out an application. Depending on the needs of the District, individual applicants may be called for an interview.

After screening, applicants for positions shall be interviewed by the supervisor of the area wherein a job exists, and such supervisor shall recommend the desired applicant for hiring to Human Resources.

Applications are kept and updated for one year. Each applicant is responsible for updating on the website any information regarding change of address, name, telephone number, status, or any other pertinent information to maintain accuracy as long as the applicant has an active application on file.

Any falsification of application information or employment records will disqualify the applicant from hiring or, if employed by CHISD, may result in disciplinary action, up to and including termination of employment.

3. APPLICANT SCREENING AND CRIMINAL RECORD CHECK

A criminal background check and fingerprinting will be conducted by a representative of the Texas Department of Criminal Records for all applicants being considered for employment.

Information obtained through background checks shall be used only to evaluate applicants for employment.

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.

See Board Policy DH (Local) for the list of moral turpitude offenses. An unsatisfactory criminal background report may be justification for termination of employment with the district. The district also regularly checks the Texas Education Agency Do Not Hire Registry database; anyone on that database cannot be employed by a school district and shall be terminated.

4. DRIVING RECORD CHECK

A driving license check will be conducted through the Texas Department of Motor Vehicles (TDMV) for all new employees of the district who are assigned to drive a district-owned motor vehicle.

All employees assigned to drive a district motor vehicle will have a driving record check at least once each year. Driving records will be checked three times each year for bus drivers. An unsatisfactory driving record, as defined by the TDMV point system, may result in removal of the employee from the assigned position. Any employee that has accumulated 10 or more penalty points under the TDMV Point System shall be considered ineligible to drive a district vehicle until he or she requalifies under the point system. An employee removed from a driving position because of an unsatisfactory driving record may be reassigned to another position which may result in a lower rate of pay or dismissal.

The Federal Motor Carrier Safety Administration (FMCSA) instituted a safety clearinghouse for all drivers with a CDL. Beginning January 6, 2020, employers, or their designated consortium/third-party administrator (C/TPA), will be required to conduct queries to check if current and prospective employees are prohibited from performing safety-sensitive functions, such as operating commercial motor vehicles (CMVs), due to an unresolved drug and alcohol program violation.

The FMCSA requires a query on all drivers at least annually. A pre-employment check is required for all new drivers. The prospective candidate is required to consent to a full query by FMSCA.

Current CDL drivers for the district were required to consent to a limited query by FMSCA. If no records were found in the Clearinghouse database, no further action was required. If records were found in the Clearinghouse, or if records are found in a subsequent annual query, a full query must be conducted within 24 hours. If the driver refuses consent for the full query, the driver must be removed from the position and may be terminated by the district.

Employees taking medication which could affect a drivers' ability to drive must notify the proper supervisor at once.

Employees must also report at once to their supervisor any traffic violations they receive in a District motor vehicle. Employees who have preventable accidents while driving a school vehicle may face disciplinary action up to and including termination of employment.

5. SELECTION

Applicants are employed on their own merit, based on their knowledge, skills and ability to meet the requirements of the available position. Selection is made according to Board Policy DAB (Legal). CHISD is an equal-opportunity employer.

6. PHYSICAL

After a job offer is made, all applicants will be given a physical examination to determine if the applicant can perform the essential functions of the job. This physical will be conducted by a physician selected by the CHISD. Bus drivers are required to undergo a physical annually. All bus drivers and other employees who drive CHISD vehicles who are under the Department of Transportation regulations will be required to submit to random drug and alcohol testing.

Warning: While CBD Oil may be sold openly in Texas, it may be detected on a drug test and cause an applicant or employee to fail a drug test. There are no exceptions to a failed drug test, and applicants and employees are encouraged to avoid CBD Oil.

If a new employee does not stay in the employment of the CHISD for (90) days, he/ she will be responsible to the CHISD for the cost of the physical exam.

7. DOCUMENTS FOR EMPLOYMENT

The following documents may be required for employment with the CHISD: Application; References; Immigration and Naturalization Service with copies of documents verifying eligibility; Employment Eligibility Verification (form I-9) i.e., Social Security card, driver's license, birth certificate, Green Card, or passport; completed IRS W-4; and professional licenses or certifications, if applicable.

8. TOBACCO-FREE WORKPLACE

Employees are prohibited from possessing or using tobacco products, e-cigarettes, and vaping on school premises or other District property. This policy applies to all District motor vehicles as well as all other physical property owned by the District.

Failure to adhere to this policy shall result in disciplinary action up to and including termination.

EMPLOYMENT AND WORK RULES

9. ASSIGNMENTS

Original assignments are made at the time of employment. Once officially hired, auxiliary employees shall serve at will. Auxiliary employees are not employed for any specified length of time and have no property rights to their employment.

10. TRANSFERS

Employees can be transferred or reassigned by the Superintendent or his/ her designee at any time. Employees may be subject to cross-utilization in other departments as the need arises. Employees who wish to transfer from one building to another within the same department will follow the transfer procedures of their department. Employees who wish to transfer from one department to another must follow the procedure below:

Involuntary Transfers

- i. An involuntary transfer is one where the employee does not request a change in assignment. Notice of an involuntary transfer should be given to the employee as soon as possible in advance of the official date of the transfer. At any time, transfers may be conducted based on the operational needs of the District. If the transfer is due to disciplinary reasons, the employee may be transferred immediately.
- ii. In all cases of involuntary transfers, the circumstances shall be discussed with the employee.
- iii. Any employee may be assigned to any facility in CHISD, whether the employee requests such an assignment or not. Refusal to accept an assignment to a designated assignment will be interpreted as a resignation on the part of the employee.

Custodial Transfer Requests

- i. Transfer requests will be considered at any time during the school year.
- ii. The custodial department will review all transfer requests each school year based on the needs of the department.

Security Department Transfer Requests

- a. Security Department vacancies will be announced by email to the department from the Security Director or their designee.
- b. The announcement email will contain the applicable procedures to apply for that vacancy.
- c. All procedures must be followed completely.
- d. Employees who wish to transfer to another school or shift should notify their supervisor in writing. The supervisor will contact the Security Specialist to determine if a vacancy exists into which the employee can transfer.
- e. Other transfer requests will be evaluated on a case-by-case basis depending on the needs of the Department.

Food Service Work Assignments / Transfer Requests

- a. Food Service employees are recommended for hire and assigned to a school, as needed, by the Food & Nutrition Services and the Human Resources Department. Assignments may be changed any time as the Supervisor, Assistant Director and/or Director determine needed.
- b. Employees interested in receiving a change of hours or school assignment must submit a written request with his/her signature to the CHISD Food & Nutrition Services Office. Requests can be submitted in person, through interoffice mail, e-mailed, or mailed to 202 E. Belt Line Road, Cedar Hill, Texas 75104.
 - i. Employees must state their current work location and the area or specific school(s) to which the employee would like to be assigned.
 - ii. Employee(s) should indicate if more or less hours are being requested and a contact number for the employee.
 - iii. All transfer requests submitted will be considered for the current school year only. If desired, employees should resubmit requests annually if no action was taken on a previous submission. No transfer request is guaranteed and will only be considered when positions are available.
- c. During the Spring Semester, employees will be allowed to indicate their choice of schoolwork site and assigned hours for the following school year. These assignments will be communicated in writing to employees through a mailed or hand-delivered letter with "Back-to-School" information. No request is guaranteed, and positions can only be filled when available. Employees not satisfied with the assignments made for the upcoming school year must resubmit their requests when school starts, if desired.

11. IDENTIFICATION BADGES

- a. Employees will be photographed at the time of new hire orientation, and an ID card will be prepared for the employee's use at no cost to the employee.
- b. All employees will wear their ID badges at all times while working. The identification badge is part of the employee's uniform. The employee's picture and name should be clearly visible at all times, except in cases where the type of work does not permit the display.
- c. If the identification badge is lost or destroyed, the employee must notify his/her immediate supervisor who will arrange for a replacement. A replacement fee of \$5.00 be charged.
- d. The identification badge is the property of the District and must be returned to the District upon termination of employment.

12. WORKING HOURS

- a. Auxiliary employee normal work hours will be established and communicated by the department manager.
- b. Work hours may be adjusted as needed to support District operations and will be regulated by the appropriate supervisor/administrator.
- c. Summer working hours shall be set according to the needs of the District. Notice of summer hours shall be given to employees promptly.

- d. All employees will perform duties as assigned by the designated supervisor. Adjusted lunch and break schedules due to workload or emergency situations must be approved by the department supervisor. At the time of request for the adjusted schedule, a specific time will be identified. Schedules are subject to change at any time to meet the needs of the District.

13. AFTER HOURS ON-CALL DUTY

Auxiliary employees may be scheduled for on-call duty to address emergency situations. Employees who are scheduled for on-call duty must remain conditionally fit to work and must report for duty within 60 minutes or less of notification. Employees who cannot report for duty within the 60-minute time limit must contact their supervisor immediately upon realizing they cannot report on time.

14. OVERTIME

All overtime must be scheduled and approved in advance by the employee's supervisor. Working overtime without prior authorization is insubordination and may result in disciplinary action up to and including termination. The following are criteria to clarify and process overtime compensation.

- a. For payroll purposes, all auxiliary employee work weeks start on Sunday and end on Saturday.
- b. The workday is determined by the clock-in punch time.
- c. Overtime shall be compensated for all hours worked over 40 hours during the work week at a rate of 1 ½ times the employee's hourly rate of pay.

15. ATTENDANCE

- a. Auxiliary employees provide critical services and support to our campuses. Employee attendance has a direct impact on the level of service we can provide to our staff and students. Employees are expected to report to work as scheduled. All absences from work must be approved in advance by the employee's immediate supervisor. When emergencies arise and advance notice is not possible, supervisors should be notified by telephone or text message no later than two hours prior to the scheduled reporting time for the first day absent. District email or personal email may not be used to provide an absence notification to the employee's supervisor(s) for absences taken without prior approval. Employees must contact the supervisor by phone or text message on a daily basis of his/her absentee status unless the employee has submitted a doctor's statement or has been granted leave indicating a specified period to be released from work.
- b. If an employee is to be absent for more than one day, the supervisor must be notified before 2:00 p.m. the previous day.
- c. An employee shall submit medical certification to the CHISD Benefits Office of the need for leave if:
 - i. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;

- ii. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
- iii. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
- iv. The employee requests FMLA leave for military caregiver purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)].

This health-care provider's statement must state whether the employee is able to return to full duty without restrictions. The CHISD Benefits Office reserves the right to check with the employee's health-care provider on the employee's work status and to determine if the employee can perform his/her assigned duties.

- d. The employee is responsible to obtain his/her immediate supervisor's phone number and instructions on how to contact their supervisor. If unable to contact the immediate supervisor, it is the employee's responsibility to call the appropriate department personnel.
- e. ANY EMPLOYEE returning to work following a medical leave or Worker's Compensation absence MUST first report to the Benefits office with a full release to return to work and then to their appropriate department and supervisor for release BEFORE returning to their assigned workplace.
- f. Immediate supervisors are to notify the appropriate personnel as soon as they are informed that an employee will be absent.
- g. In determining whether an employee has been absent or tardy an excessive number of times, the following definitions will apply:
 - i. Tardiness-Any employee arriving after his/her scheduled starting time will be considered tardy.
 - ii. Excessive Tardiness- Any three (3) occurrences of tardiness within a 30-day period will be considered excessive. Excessive tardiness may result in disciplinary action up to and including termination of employment.
 - iii. Absence- An employee who is not present at his or her work assignment is considered absent.
 - iv. Excessive Absenteeism- Any employee who has three (3) unscheduled absences within a 60-day period will be considered to have excessive absenteeism. An unscheduled absence is any absence in which the employee has not been granted approval for time off prior to the day of the absence. Consecutive days of absence for the same illness, or incident, will be considered as one (1) absence. Excessive absenteeism may result in disciplinary action up to and including termination of employment.
 - v. Three concurrent, unexcused absences, without prior notice may be considered by the District as job abandonment and may result in disciplinary action up to and including termination of employment. (SEE SECTION #25)
- h. Clock-in and Clock-out times: Employees shall not clock in earlier than five (5) minutes before the normal work day begins. Employees who do not clock in by their assigned start

time are considered tardy. Employees shall clock out no more than five (5) minutes beyond the end time of their normal work day. Employees who clock out more than five minutes beyond the assigned end time of their work shift without supervisor approval may be subject to discipline. No employee may clock in or out for another employee.

- i. All tardies must be documented by the manager/supervisor. On time to work is defined as clocked in, ready, and dressed for work by the employee's scheduled start time. Anything that does not meet these criteria will be considered late and the third tardy shall result in a formal write up for the employee.
- ii. Auxiliary departments may identify black-out dates for use of leave time in order to address operational needs of the department. Department supervisors will identify and communicate those dates to department employees in writing annually. Requests for time off during these critical times will not be granted, except for extenuating circumstances. Employees who are absent on a black-out date without prior supervisor approval will be required to provide a doctor's statement or the absence will result in loss of pay (Pay Dock) and/or disciplinary action.

16. USE OF DISTRICT VEHICLES

- a. District vehicles must be used for District business only. At all times, employees will operate district vehicles in a safe manner and comply with state driving laws.
- b. CHISD vehicles are to be used for District-related duties only. Therefore, employees who leave their work assignment for personal business, such as medical treatment, must arrange for their own transportation.
- c. District vehicles are prohibited from being kept at personal residences or other unauthorized locations.
- d. Non-employees, including students, are NOT allowed to operate any District motor vehicle.
- e. Personal belongings are NOT insured by Cedar Hill ISD. If you choose to carry personal property in a District vehicle, make sure that it is insured through your personal insurance. The District is not responsible for lost, stolen or damaged personal property.
- f. Your campus/department is responsible for all toll charges incurred while using a District vehicle.
- g. Seatbelts must be worn at all times, regardless of seating position.
- h. No magnetic decals, posters, streamers, graphics, or personal advertising is permitted.
- i. With exception of CHISD Police Department personnel, firearms are NOT permitted in any District vehicle.
- j. THE TRANSPORT AND/OR USE OF ALCOHOL, TOBACCO, VAPE PINS OR CONTROLLED SUBSTANCES IN A DISTRICT VEHICLE IS STRICTLY PROHIBITED.
- k. All employees assigned to drive a school vehicle (bus, truck, SUV, tractor, etc.) will be held responsible for keeping the vehicle clean and the schedule current. Any accidents or damage to this equipment must be reported to the appropriate supervisor immediately.
- l. Except when approved by an employee's supervisor, the employee is responsible for turning the vehicle off, removing the keys and locking the vehicle anytime an employee

exits a District vehicle.

- m. In the event of a vehicle accident involving a district-owned vehicle, the driver is required to follow the **District Accident Reporting Procedures** while at the scene, as listed below:
 - a. In the event of an injury to anyone involved in the accident that requires medical attention, immediately contact 9-1-1 for emergency assistance.
 - b. Immediately notify the supervisor of the accident.
 - c. Locate and complete accident reporting documents in the vehicle glove box. If the documents are not located, immediately request someone bring documents to the location or contact a supervisor.
 - d. Record contact information from any witnesses, if applicable.
 - e. Take photos of all vehicles involved in the accident, the accident site and driver information from all drivers (driver's license, insurance card, etc.).
 - f. If the right of way cannot be established, a police accident report must be initiated.
 - g. In the event of injury to anyone involved, a police accident report must be established.
 - h. Employees involved in a motor vehicle accident while on duty and/or while operating a district owned vehicle shall be required to submit to an alcohol and drug screening at a District authorized facility, or at a hospital or other treatment facility if transported for treatment purposes, within one (1) hour of the time of the accident or immediately upon release from the scene by the responding jurisdictional law enforcement agency, if applicable. Refusal to provide the required specimen(s) shall result in disciplinary action, up to and including termination. Supervisors shall accompany employees to ensure the screenings are conducted in a timely manner.

17. WORK CANCELLATION DAY

When school is dismissed by the Superintendent for bad weather or for any other reason, the following procedure will apply:

- a. When the district is closed for any reason, auxiliary employees will not report to work. In the event of an unscheduled closure, auxiliary employees may either elect to receive no pay for the missed work day, or may select one of the following options to be compensated for the missed work day:
 - i. Use of an earned personal leave day.
 - ii. Use of an earned vacation day.
- b. Exceptions
 - i. Some employees may be called in for extreme emergencies and shall receive regular pay. Any additional pay will be based on the recommendation of the superintendent and approved by the board.
 - ii. Employees called in may be utilized in all types of working conditions (inside and out) based on the District's needs. Employees must report to work prepared to work in all types of weather conditions.
- c. When school has a delayed opening, the following procedure will apply:

Maintenance, Warehouse & Security Employees

When school is delayed due to hazardous driving conditions, employees will report to work at their regular time.

Employees who cannot make it to their assigned duty location because of road conditions may report two (2) hours late. Employees will have the same options available to them for an unscheduled closure (see 19.a., above) to account for any missed time due to adverse road conditions.

Transportation and Food & Nutrition Service Employees:

Refer to your department handbook for guidance.

18. CELL PHONES

Personal cell phones should only be used during work hours for work-related activities. Failure to follow this policy may result in disciplinary action up to and including termination of employment.

19. ELECTRONIC DEVICES

Personal use of cell phones or earbuds while operating a District vehicle, tractor and other CHISD equipment is prohibited. Failure to follow this policy may result in disciplinary action up to and including termination of employment.

20. PARKING

- Off-street parking is provided for all employees. Every employee will park in designated lots. Employees assigned to school facilities will park in the parking lots provided at the schools.
- To minimize traffic congestion, all visitors must park only in designated visitor parking.
- All employees will park in their assigned parking spaces or in designated employee parking lots.
- CHISD is not liable for any damage to employee's personal articles or vehicles while on CHISD property.

21. APPEARANCE

Employees represent both the CHISD and their respective departments and are expected to set an example for students.

Maintenance, Warehouse, Security, Transportation and Food Service employees must adhere to the following:

- Facial hair must be maintained clean, neat, and professional. Beards and Mustaches shall not exceed three inches below the chin.
- Excessive, large, loose, or dangling jewelry, such as: earrings, bracelets, watches, rings and necklaces, are prohibited.
- Facial piercings must not interfere with the use of respiration or personal protective equipment (PPE), if such equipment is necessary to perform your required tasks. If so, the piercings must be removed during work hours.

- Employees must wear shoes or boots that cover the entire foot and are considered safe and proper to perform your required tasks.
- Shoes must have non-slip soles. Sandals, mules, or sandal-type shoes are not acceptable.
- Any jewelry worn on duty must be conservative in size and style and should in no way interfere with the safe and efficient performance of duties.
- No signs/slogans, stickers, patches, or any other unauthorized insignia or emblem will be displayed on uniforms, caps, or hats.
- Tattoos considered to be vulgar, offensive, or inappropriate for the school environment will be addressed between the employee and his/her supervisor and shall always be required to be covered during work hours
- An employee reporting to work without the proper uniform or not following the dress code may be sent home (without pay) until such time as the employee reports to work in the proper uniform.
- Food and Nutrition Services' employees should refer to the Food and Nutrition Services Department Handbook for additional appearance and uniform policies.

Questions should be directed to your supervisor. Hair and beards shall always be kept neat and clean. Hair and beard length should never be so long that it is a danger to the employee in his/her job.

Personal appearance must be appropriate for the educational environment, as determined by department supervisors.

These requirements are intended to ensure the safety and welfare of District employees when working in and around the school environment, as well as the protection and prevention of harm or injury while working with equipment, tools, and fixtures.

22. LANGUAGE/COMMUNICATIONS

Employees shall refrain from using profanity or language that could be considered defamatory, offensive, or vulgar. Obscene/suggestive gestures must never be used at any time.

23. STUDENT CONTACT & CONFIDENTIALITY

Employees shall limit conversation with students to specific information that would be required to perform their duties. All student contact and / or privileged information must be kept confidential.

Auxiliary employees must not attempt to discipline or punish a student. The need for discipline must be referred to the teacher, assistant principal, or principal for action.

Employees must always refrain from inappropriate physical contact with students. No auxiliary employee will allow any student into the building before or after school hours without the principal's prior written approval.

24. HANDLING MONEY

The district has specific expectations for any employee who handles money for the district or any student organization. Employees who handle money are responsible for reviewing and complying with the rules contained in their department's manual.

Food Service employees must follow the rules in the Food & Nutrition Services Financial Handbook, training, and all district, state, and federal regulations.

Mishandling of district funds is grounds for disciplinary action up to and including termination of employment.

25. DISCIPLINARY POLICY

The goals of discipline are to remedy improper conduct on the part of an employee and to maintain an effective workforce.

Employees who do not conform to the established rules of conduct or regulations shall be subject to corrective disciplinary action. Any disciplinary action should take place in a private conference between the supervisor and employee.

All written disciplinary documentation will be submitted to Human Resources and may become a part of the employee's personnel file.

Forms of Corrective Discipline

Misconduct and excessive absenteeism/tardiness will be grounds for applying progressive disciplinary measures as the circumstances warrant, up to and including termination of employment. Disciplinary actions may include:

- Verbal and/or Written Warning/Conference Summary
- Written Reprimand
- Administrative Leave
- Termination of employment

Correction may be initiated at the lowest level of supervision and/or any supervisory level above, based on each individual case and its severity.

Disciplinary action beyond a verbal and/or written warning must be approved by the appropriate department's supervisor or administrator and approved by the human resources department. The employee has the right to provide a rebuttal to any disciplinary action taken against the employee.

26. SAFETY INFORMATION/POLICY

Safety is of primary importance in our operations. Each of us has the responsibility to make the safety of the students, our co-workers, and ourselves a basic concern. This objective is fundamental to our

well-being as well as the efficient operations of the CHISD.

Safety rules alone cannot prevent an accident. The ingredients of a safe working environment are management commitment, a knowledgeable supervisory staff, an effective safety program, and a conscientious workforce where every individual is dedicated to the principle of accident prevention.

The CHISD recognizes its responsibility to provide safe working conditions, safe working rules, safety knowledge, and a competent work direction.

All CHISD employees are responsible for complying with all guidelines as directed by the CHISD Safety Manual.

27. KEY ASSIGNMENT AND CONTROL PROCEDURE

To maintain maximum security of CHISD facilities, there must be an accurate and continuous accountability of all keys/proxs issued and utilized within the system. To achieve this requirement, the following procedures are established regarding keys/proxies issued to and utilized by all district personnel:

- d. Great Grand Master keys will only be issued to Senior Administration (Superintendent, CFO, CAO, Assistant Superintendents, Area Superintendents, and Auxiliary Services Administration, First Responders)
- e. Grand Master, Master, and Submaster keys will be issued to personnel based on position and need when authorized by the appropriate department personnel and approved by the Campus Administrator.
- f. All key requests shall be made to the department supervisor for issuance and accountability. The following factors shall be utilized in the accountability of keys issued:
 - i. Supervisors shall utilize "The Key Issue Authorization Form" when issuing keys.
 - ii. Assigned keys shall not be loaned to any other person.
 - iii. District keys shall NOT be duplicated.
 - iv. Broken keys should be reported and submitted to your immediate supervisor for reissuance.
 - v. School keys are to be taken home only as directed by the department supervisor.
 - vi. Lost keys/prox shall be reported immediately to the appropriate supervisor. There will be a \$45.00 replacement fee charged to the employee for lost keys/prox.

PAYROLL PROCEDURE

28. TIME RECORDS

Auxiliary employees will use their district-issued ID badge to clock in and out at appointed times and appropriate location. No employee shall allow another employee to clock in or out with their ID badge. Timecards are to be signed by the employee and foreman or supervisor at the end of each pay period.

29. PAYDAY

Auxiliary employees are paid on a semi-monthly basis. For payroll purposes, all auxiliary employee work weeks start on Sunday-Saturday. Pay will be received by direct deposit or placed on a pay card for each employee. Questions regarding employee pay should be directed to the employee's immediate supervisor.

30. CHANGE OF ADDRESS OR TELEPHONE NUMBER

Whenever an employee changes his address or telephone number, it is his/her responsibility to enter the change in Employee Access and notify his/her Supervisor within 24 hours

EMPLOYEE BENEFITS

31. PERSONAL LEAVE

Personal leave time is earned as defined in DEC (LEGAL) and DEC (LOCAL). An employee shall not earn local leave when he or she is in unpaid status.

Definitions used in the local personal leave plan are as follows:

- g. "Current year" refers to the fiscal year in operation from September 1 through August 30.
- h. The term "immediate family" is defined in Board Policy DEC (LOCAL)

Leave time can be used as defined in DEC (LEGAL), DEC (LOCAL) and DECA (LEGAL).

Upon retirement from the District, the employee shall be reimbursed for each day of local leave, to a maximum of 70 days. Professional employees shall be reimbursed at the rate of \$50 for each day of accumulated local leave. Paraprofessionals and auxiliary employees shall be reimbursed at the rate of \$35 for each day of accumulated local leave.

If the employee is re-employed with the District, days for which the employee received payment shall not be available to that employee.

Employees shall not be granted personal leave during a department's black-out dates or the day before and/or after a scheduled holiday except for extenuating circumstances approved by the employee's supervisor.

32. Safety Equipment and Uniforms

Appropriate safety equipment will be made available to employees in designated departments as part of the regular uniforms. Each employee is responsible for the care of the equipment issued to them. Appropriate safety equipment must always be worn .

Failure to do so may result in disciplinary action up to and including termination. Safe work practice is the obligation of all employees.

Cafeteria monitors are not issued uniforms. Monitors should check with the principal/assistant principal at his/her assigned school for the appropriate dress code.

All hourly employees will always wear their district-issued ID badges during normal working hours and overtime. District-issued ID badges are considered part of an employee's uniform.

Employees whose job may require both inside and outside work should have the necessary clothing (e.g., raincoat, coat) for working in the changing Texas weather.

33. HOLIDAYS

Holidays are defined by District administration and communicated to auxiliary employees prior to the start of each fiscal year. To be paid for holiday time off, any full-time employee (12-month) must work the last working day prior to a holiday period and the day following the holiday unless on paid vacation or approved personal leave with accumulated days.

Holiday pay is granted by the District in accordance with the definition above.

Food Service campus employees, bus drivers/bus attendants, and cafeteria monitors are not paid for holidays.

34. VACATION

Personnel paid on a semi-monthly basis and employed in positions requiring 240 or more days of service shall be eligible for paid vacation as follows:

1. An employee shall be eligible for five days of paid vacation after being continuously employed by the District for at least six months from the date of employment.
2. An employee shall be eligible for ten days of paid vacation after being continuously employed by the District for at least 12 months from the date of employment.
3. An employee shall be eligible for ten days of paid vacation each year thereafter.

Vacation days shall be earned at a rate of one day for each 25 days of employment.

Vacation days shall not be allowed to accumulate. Use of vacation days shall require advance approval by an employee's immediate supervisor. Vacation days shall be taken during the year of eligibility, as approved by the employee's immediate supervisor.

Each supervisor shall establish procedures for use of leave prior to and after holidays. An employees shall not be permitted to consecutively schedule vacation days received in different school

years (e.g., an employee cannot schedule a vacation the last five days of the first 12 months of employment, or the next vacation the first ten days of the second year of employment.).

35. RETIREMENT

Questions regarding retirement should be directed to the Teacher Retirement System 1-800-223-8778. An employee considering retirement should notify his/her supervisor as soon as possible.

36. PANDEMICS: COVID 19 or Other Widespread Illness or Epidemic

The district will adhere to all orders of local, state, and federal authorities and government officials with respect to school closure and social distancing as a result of a widespread illness or epidemic such as COVID-19. In addition, the district will follow the guidance of the Texas Department of State Health Services (TDSHS), the Centers for Disease Control and Prevention (CDC), and any other appropriate federal, state, or local health authorities when determining the standards for admittance to school after exposure to, symptoms of, and/or infection with COVID-19 or other widespread illness or epidemic; for sending employees who have been exposed to or are displaying symptoms of COVID-19 or other widespread illness or epidemic; for excluding employees from school attendance with COVID-19 or other widespread illness or epidemic exposure, symptoms, or diagnoses; for holding campus-based instruction and district-sponsored activities and events; and for any other recommendations pertaining to and/or affecting school district operations and student health and safety.

Employees are expected to follow and enforce all school pandemic protocols and to report to their supervisor any violations of the protocols. Any of the guidelines herein may be temporarily suspended due to necessary pandemic protocols.

PAY SCHEDULE



CEDAR HILL ISD 2024 - 2025 PAYROLL SCHEDULE



| HOURLY/PART-TIME/SUBSTITUTIVE Semi-Monthly <small>*Indicates 3 week period</small> | | | | |
|--|-------------|---------------|----------------|---------------|
| Month | Pay Period | | Due to Payroll | Pay Date |
| | Begin | End | | |
| July | 06/02/24 | 06/15/24 | 06/20/24 | 06/28/24 |
| | 06/16/24 | 06/29/24 | 07/08/24 | 07/15/24 |
| August | 06/30/24 | 07/13/24 | 07/18/24 | 08/01/23 |
| | 07/14/24 | 07/27/24 | 08/01/24 | 08/15/24 |
| September | 07/28/24 | 08/17/24 | 08/22/24 | 09/02/24 |
| | 08/18/24 | 08/31/24 | 09/05/24 | 09/13/24 |
| October | 09/01/24 | 09/14/24 | 09/19/24 | 10/01/24 |
| | 09/15/24 | 09/28/24 | 10/03/24 | 10/15/24 |
| November | 09/29/24 | 10/12/24 | 10/17/24 | 11/01/24 |
| | 10/13/24 | 10/26/24 | 11/07/24 | 11/15/24 |
| December | 10/27/24 | 11/09/24 | 11/14/24 | 12/02/24 |
| | 11/10/24 | 11/30/24 | 12/05/24 | 12/13/24* |
| January | 12/01/24 | 12/14/24 | 12/19/24 | 01/02/25 |
| | 12/15/24 | 01/04/25 | 01/07/25 | 01/15/25* |
| February | 01/05/25 | 01/18/25 | 01/23/25 | 02/03/25 |
| | 01/19/25 | 02/01/25 | 02/06/25 | 02/14/25 |
| March | 02/02/25 | 02/15/25 | 02/20/25 | 03/03/25 |
| | 02/16/25 | 03/01/25 | 03/06/25 | 03/14/25 |
| April | 03/02/25 | 03/15/25 | 03/24/25 | 04/01/25 |
| | 03/16/25 | 03/29/25 | 04/03/25 | 04/15/25 |
| May | 03/30/25 | 04/19/25 | 04/24/25 | 05/01/25* |
| | 04/20/25 | 05/03/25 | 05/08/25 | 05/15/25 |
| June | 05/04/25 | 05/17/25 | 05/22/25 | 06/02/25 |
| | 05/18/25 | 05/31/25 | 06/05/25 | 06/13/25 |
| Summer Sch | 6/20/25 TBD | 6/27/2025 TBD | 6/20/2025 TBD | 6/27/2025 TBD |

| MONTHLY** | |
|-----------|----------|
| Month | Pay Date |
| July | 07/15/24 |
| August | 08/15/24 |
| September | 09/13/24 |
| October | 10/15/24 |
| November | 11/15/24 |
| December | 12/13/24 |
| January | 01/15/25 |
| February | 02/14/25 |
| March | 03/14/25 |
| April | 04/15/25 |
| May | 05/15/25 |
| June | 06/13/25 |

| EXTRA DUTY PAY Monthly | | | | |
|---------------------------|------------|----------|----------------|----------|
| Month | Date Range | | Due to Payroll | Pay Date |
| | Begin | End | | |
| July | 06/02/24 | 06/29/24 | 07/08/24 | 07/15/24 |
| | 06/30/24 | 07/27/24 | 08/01/24 | 08/15/24 |
| August | 07/28/24 | 08/31/24 | 09/05/24 | 09/13/24 |
| | 09/01/24 | 09/28/24 | 10/03/24 | 10/15/24 |
| September | 09/29/24 | 10/26/24 | 11/07/24 | 11/15/24 |
| | 10/27/24 | 11/30/24 | 12/05/24 | 12/13/24 |
| October | 12/01/24 | 01/04/25 | 01/08/25 | 01/15/25 |
| | 01/05/25 | 02/01/25 | 02/06/25 | 02/14/25 |
| November | 02/02/25 | 03/01/25 | 03/06/25 | 03/14/25 |
| | 03/02/25 | 03/29/25 | 04/03/25 | 04/15/25 |
| December | 03/30/25 | 05/03/25 | 05/08/25 | 05/15/25 |
| | 05/04/25 | 05/31/25 | 06/05/24 | 06/13/25 |

****Professionals & Para-Professional New Hires:**

First paycheck information

Start date of the First (1st) through the Fifth (5th) day of the month: Receive a Pro-rated check on pay day

Start date on or after the Sixth (6th) day of the month: Receive a Full check the following month on pay day

Payroll Schedule may be subject to change if circumstances beyond control are required

DISTRICT CALENDAR



CEDAR HILL

INDEPENDENT SCHOOL DISTRICT

2024-2025

SCHOOL DISTRICT CALENDAR

| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | | OCTOBER | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | |

| NOVEMBER | | | | | | | DECEMBER | | | | | | | JANUARY | | | | | | | FEBRUARY | | | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | 23 | 24 | 25 | 26 | 27 | 28 | | |

| MARCH | | | | | | | APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
|-------|----|----|----|----|----|----|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | |

STAFF DEVELOPMENT

July, 30-31, 2024 August 1-2 & 9, 2024 September 20, 2024
 November 4, 2024 February 18, 2025

TEACHER WORK DAYS

August 8-9, 2024 January 6, 2025 May 23, 2025

BAD WEATHER/ MAKE- UP DAYS

April 18, 2025 May 23, 2025

CAMPUS PLANNING

August 5-7, 2024 November 5, 2024 December 20, 2024

PARENT-TEACHER CONFERENCES

October 10, 2024 February 14, 2025

STAAR TESTING WINDOWS

EOC: December 3-13, 2024 STAAR: April 8-May 2, 2025
 Retakes: June 16-27, 2025

HOLIDAYS

July 4th: July 1-4, 2024 Presidents' Day: February 17, 2025
 Labor Day: September 2, 2024 Spring Break: March 10-14, 2025
 Fall Break: October 11-15, 2024 Good Friday: April 18, 2025
 Thanksgiving Break: November 25-29, 2024 Memorial Day: May 26, 2025
 Winter Break: December 23 - January 3, 2025 Juneteenth: June 19, 2025
 Martin Luther King, Jr. Day: January 20, 2025

- LEGEND**
- Staff Development
 - Teacher Work Days
 - Campus Planning
 - Parent-Teacher Conferences
 - Summer Hours
 - () Beginning-Ending Marking Period
 - New Teacher Orientation
 - First/Last Day of School
 - Holidays
 - Bad Weather/Make-up Days
 - STAAR Testing Windows
 - Trade Days/Summer PD