

# DONNA

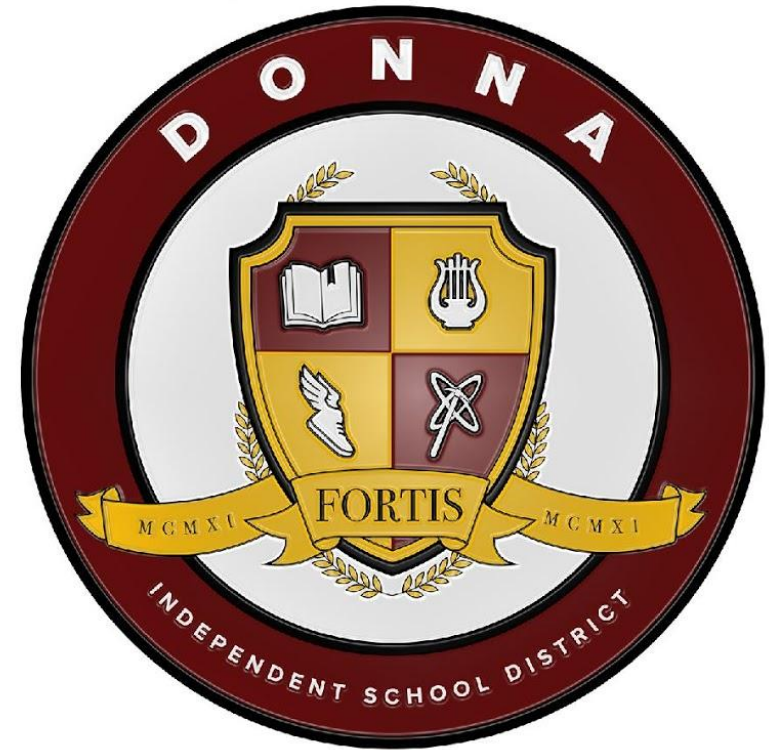
INDEPENDENT SCHOOL DISTRICT

## Business Symposium Human Resources



*Goal 4: Focus  
on Employees &  
Organizational  
Excellence*

*July 30, 2024*



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# Donna ISD Vision and Mission Statement

## Vision

“All Donna ISD student are empowered with academic and life skills to boldly lead and achieve personal success in a global society.”

## Mission

The mission of Donna ISD is to provide a rigorous and supportive learning environment with meaningful and relevant learning experiences that inspire creativity, character development, and critical thinking that ensures educational excellence for all students.



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# Number One Student Outcome

To graduate all students per their expected graduation date, ready for college, career, or military.



*Class of 2023*



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# DONNA ISD'S STRATEGIC PLAN

DISD GRADUATES ALL STUDENTS READY FOR COLLEGE, CAREER, OR THE MILITARY

## MISSION

The mission of Donna ISD is to provide a rigorous and supportive learning environment with meaningful and relevant learning experiences that inspire creativity, character development, and critical thinking that ensures educational excellence for all students.

## VISION

All Donna ISD students are empowered with academic and life skills to boldly lead and achieve personal success in a global society.



## ALL DONNA ISD GRADUATES...



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# Agenda

1. Welcome
2. DISD Substitute Overview
3. FLSA
4. Nepotism
5. Complaints/Grievances



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# HUMAN RESOURCES DEPT. TEAM

**Lydia Lugo, Director for Human Resources**

**Maricela Cavazos, Secretary**

**Erika Hernandez, HR Specialist**

**Christy Cardenas, HR Specialist**

**Elizabeth Casares, HR Specialist**

**Victoria Zavala, HR Specialist**

**Diana Maldonado, District Receptionist**

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# Intended Outcomes

- To provide an overview of the in-district substitute process.
- To provide information on the Fair Labor Standard Act for non-exempt employees (hourly employees).
- To review the Prohibition of Nepotism in the workplace as it applies to law and policy.



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# Who can use a Substitute?

- All DISD teachers can use a substitute from the live shared document list. (Please make sure to call and verify off the shared document only)
- Only Prek3, Prek4, Sped TA's
- Head Start TA's are not eligible for a substitute

Clerical staff, and all other employees are not allowed to use substitutes.



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# Substitute Verification Report

- The campus designee is responsible for sending the substitute verification report by noon on last day to approve timecards.
- The report must match your campus records. Any changes made on system will not update on your report until noon the next business day.
- Any changes must be made in system and not on report.
- Consecutive pay must be monitored and reported on due date. Supplemental pay sheet must be filled out completely.
- Any late submissions will not be paid until the next pay period.
- All documents must be signed by campus designee and campus principal.

## Donna Independent School District Payroll Department

Payroll Schedule 2024-2025 School Year

PLEASE POST

PROFESSIONAL EMPLOYEES  
TEACHER SUBSTITUTES

### Monthly Pay Period

Monthly Payroll Number	Dates Worked		Last Day To Approve Time Cards	Payroll Check Date	Holidays
	From Sunday	To Saturday			
1	August 11, 2024	September 14, 2024	September 16, 2024	September 20, 2024	
2	September 15, 2024	October 12, 2024	October 14, 2024	October 18, 2024	
3	October 13, 2024	November 16, 2024	November 18, 2024	November 20, 2024	Bad Weather Day -October 14, 2024
4	November 17, 2024	December 14, 2024	December 16, 2024	December 19, 2024	Thanksgiving Holiday -November 25 thru 29, 2024
5	December 15, 2024	January 11, 2025	January 13, 2025	January 17, 2025	Christmas Holiday -December 23, 2024 thru January 3, 2025
6	January 12, 2025	February 15, 2025	February 17, 2025	February 20, 2025	Bad Weather Day -February 10, 2025
7	February 16, 2025	March 15, 2025	March 17, 2025	March 20, 2025	Spring Break -March 10 thru 14, 2025
8	March 16, 2025	April 12, 2025	April 14, 2025	April 18, 2025	
9	April 13, 2025	May 17, 2025	May 19, 2025	May 20, 2025	Easter Holiday -April 18, 2025 / Bad Weather Day -April 21, 2025
10	May 18, 2025	June 14, 2025	June 16, 2025	June 20, 2025	Memorial Day Holiday -May 26, 2025
11	June 15, 2025	July 12, 2025	July 14, 2025	July 18, 2025	
12	July 13, 2025	August 16, 2025	August 18, 2025	August 20, 2025	



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# Campus Substitute Procedures

- Campuses have the option to post the teacher absence on Frontline and assign a sub. Or the teacher can post their own absence and request a substitute.
- Once the substitute teacher picks up the vacancy they will report to the campus. (Have a 4 hour window to cancel)
- Upon arrival, verify current District ID, review the bell schedule, assignments and emergency safety protocol with each substitute.
- A substitute teacher may work the full day or half day.
- Secretaries or designee **will be required** to give substitute teachers a receipt verifying they worked the full day or half day and include the date and time. This must be done at the end of day.
- The next day the campus secretary will need to verify the teacher absence and ensure the substitute worked.
- Entries must be updated daily.

## Steps to remove a substitute from your campus:

### Substitute Feedback

•

IMPORTANT MESSAGE		
FOR <u>LISA HERNANDEZ</u>		
DATE <u>1-7-22</u>	TIME <u>11:00</u> A.M.	
M <u>Saucedams</u>		
OF _____		
PHONE/ CELL _____		
TELEPHONED	PLEASE CALL	
CAME TO SEE YOU	WILL CALL AGAIN	
WANTS TO SEE YOU	RUSH	
RETURNED YOUR CALL	SPECIAL ATTENTION	
MESSAGE _____		
<u>Teacher out Elizabeth Flores.</u>		
_____		
_____		
_____		
SIGNED <u>[Signature]</u> <u>1-7-22</u>		



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# FAIR LABOR STANDARD ACT

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# FAIR LABOR STANDARD ACT (FLSA)

- The district compensates overtime for nonexempt employees (**hourly employees**) in accordance with federal wage and hour laws.
- Only nonexempt employees are entitled to overtime compensation and **must be approved** by their supervisor if working beyond their normal 40 hour work schedule
- An employee who works overtime without prior approval is subject to disciplinary action, but shall be compensated in accordance with FLSA



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# FAIR LABOR STANDARD ACT (FLSA)

## COMPENSATORY TIME

- Non-exempt employees may receive compensatory time off for overtime worked.
  - May not accrue beyond 60 hrs
  - District shall require the employee to use the Compensatory time if employee has more than 60 accrued comp. hours or the District can pay the employee for the compensatory time
- Compensatory accrued time must be used in the duty year (academic year) that it is earned.
- An employee may use compensatory time in accordance with the District's leave policies and if such use does **not unduly disrupt the operations of the District.**



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# FAIR LABOR STANDARDS ACT

## SAFE SCHOOLS DILEMA:

- Hourly employees can not be required to complete the Safe School training courses outside of their work schedule.
- Video trainings must be completed during the hourly employee's 8 hr workday.
- Recommendation: Refer to District Calendar and use the planning days (red days) for hourly employees to complete the trainings.

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# NEPOTISM DBE (Legal)

## What is Nepotism?

The practice among those with power or influence of favoring relatives or friends, especially by giving them jobs.

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# NEPOTISM DBE (Legal/Exhibit)

## Nepotism is Prohibited

Except as provided by this policy, a public official may not appoint a person to a position that is to be directly or indirectly compensated from public funds or fees of office if:

The person is related to the public official by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree.

NEPOTISM



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# NEPOTISM DBE (Legal)

Who are considered to be public officials under the Nepotism Policy?

Superintendent  
School Board Members



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# NEPOTISM DBE (Legal)

## **Two types of prohibited Nepotism:**

Consanguinity - by blood up to the third degree

Affinity - by marriage up to the second degree



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# NEPOTISM DBE (Legal)

## Consanguinity

First Degree

Parent or Child

Second Degree

Brother, sister, grandparent or grandchild

Third Degree

Great-grandparent, great-grandchild, aunt or uncle (who is a sibling of a parent of the person), niece or nephew (who is a child of a brother or sister of the person)



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# NEPOTISM DBE (Legal)

## Affinity

First Degree

The person's spouse

Second Degree

Anyone related by consanguinity to the person's spouse within the first or second degree (spouse's parent, child sibling, grandparent or grandchild)

The spouse of anyone related to the person by consanguinity within the first or second degree. (the spouse of your child, sibling, grandparent or grandchild)



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# NEPOTISM DBE (Legal)

[https://donnaisd-tx.safeschools.com/training/launch/course\\_version/A132C77A-4624-11EC-A84F-80E377411EB5?course\\_work\\_before=2023-05-31&course\\_work\\_after=2022-07-22](https://donnaisd-tx.safeschools.com/training/launch/course_version/A132C77A-4624-11EC-A84F-80E377411EB5?course_work_before=2023-05-31&course_work_after=2022-07-22)



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# DGBA (Legal/Local)

## Guiding Principles

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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# Employee Complaints/Grievance DGBA (Legal/Local)

## PROBLEM/CONCERN



Informally  
address and  
resolve  
concerns

1st line of  
communication  
-immediate  
supervisor



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# Employee Complaints/Grievance DGBA (Legal/Local)

## Steps to File a Complaint:

1. formal complaint must be filed within 15 days of when the incident occurred. Failure to submit complaint in a timely manner will result in complaint dismissal.
2. Formal complaint will be filed using submission form on DGBA Exhibit  
[https://docs.google.com/document/d/1JaaIGIR7XMd1tI44rzY\\_Ijne4Sq1MIb7/edit](https://docs.google.com/document/d/1JaaIGIR7XMd1tI44rzY_Ijne4Sq1MIb7/edit)

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# Questions



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