

ELGIN ISD

2026-2027 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please email HR@elginisd.net



Table of Contents

Introduction	5
District Information	
Description of the District	5
District Map	6
Mission Statement, Goals, and Objectives	7
District Scorecard	7
Board of Trustees	9
Board Meeting Schedule	9
Administration	9
District Leadership Team	10
Instructional Calendar	12
Helpful Contacts	13
Department/Campus Directories	13
Employment	14
Equal Employment Opportunity	14
Job Vacancy Announcements	14
Employment after Retirement	14
Contract and Non-contract Employment	15
Certification and Licenses	15
Recertification of Employment Authorization	16
Searches and Alcohol and Drug Testing	16
Health Safety Training	17
Assignments and Schedules	17
Workload and Work Schedules	18
ADA Accommodations	19
Breaks for Expression of Breast Milk	19
Pregnant Workers Fairness Act	19
Notification to Parents Regarding Qualifications	20
Outside Employment and Tutoring	20
Performance Evaluation	21
Employee Involvement	21
Staff Development	21
Mental Health Training	21
Compensation and Benefits	
Salaries, Wages, and Stipends	22
Paychecks	22
Automatic Payroll Deposit	22
Payroll Deductions	23
Overpayments	23
Time Tracking	23
Daily Clock-in/Clock-out	23
Falsification, Tampering, and/or Unauthorized Viewing	24
Clock Problems	25
Overtime Compensation	25
Travel Expense Reimbursement	26
Health, Dental, and Life Insurance	26
Supplemental Insurance Benefits	26
Cafeteria Plan Benefits (Section 125)	26
 Elgin ISD Employee Handbook July 2026	 2

Workers' Compensation Insurance	27
Unemployment Compensation Insurance	27
Teacher Retirement	27
Leaves and Absences	28
Personal Leave "State Personal"	30
State Sick Leave	31
Local Leave	31
Vacation	31
Holidays	32
Sick Leave Pool	32
Family and Medical Leave Act (FMLA)—General Provisions	35
Temporary Disability Leave	38
Workers' Compensation Benefits	39
Assault Leave	39
Bereavement Leave	39
Jury Duty	39
Compliance with a Subpoena	40
Truancy Court Appearances	40
Religious Observance	40
Military Leave	40
Mental Health Leave for Peace Officers and Licensed Telecommunicators	41
Quarantine Leave for Peace Officers	41
Leave for Police Officers for Illness or Injury	41
Employee Relations and Communications	41
Employee Recognition and Appreciation	41
District Communications	41
Complaints and Grievances	42
Employee Conduct and Welfare	42
Standards of Conduct	42
Texas Educators' Code of Ethics	43
Discrimination, Harassment, and Retaliation	46
Harassment of Students	46
Reporting Suspected Child Abuse	48
Sexual Abuse and Maltreatment of Children	49
Reports to Texas Education Agency	49
Reporting Crime	49
Scope and Sequence	50
Technology Resources	50
Personal Use of Electronic Communications	50
Electronic Communications between Employees, Students and Parents	51
Public Information on Private Devices	54
Criminal History Background Checks	54
Employee Arrests and Convictions	54
Alcohol and Drug-Abuse Prevention	55
Tobacco and E-Cigarette Use	55
Fraud and Financial Impropriety	55
Conflict of Interest	56
Gifts and Favors	56
Copyrighted Materials	57
Associations and Political Activities	57
 Elgin ISD Employee Handbook July 2026	 3

Charitable Contributions	57
Safety & Security	57
Possession of Firearms and Weapons	58
Visitors in the Workplace	58
Asbestos Management Plan	58
Pest Control Treatment	59
Other Topics	59
General Procedures	60
Emergency School Closing	60
Emergencies	60
Purchasing Procedures	60
Name and Address Changes	61
Personnel Records	61
Facility Use	61
Termination of Employment	61
Resignations	61
Dismissal or Nonrenewal of Contract Employees	62
Dismissal of Noncontract Employees	62
Discharge of Convicted Employees	63
Prohibition on Diversity, Equity, and Inclusion	63
Prohibited Classroom Instruction	63
Exit Interviews and Procedures	63
Reports Concerning Court-Ordered Withholding	64
Student Issues	64
Equal Educational Opportunities	64
Student Records	64
Parent and Student Complaints	65
Administering Medication to Students	65
Dietary Supplements	65
Psychotropic Drugs	65
Student Conduct and Discipline	66
Student Attendance	66
Bullying	66
Hazing	66
Index	67

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized.

Suggestions for additions and improvements to this handbook are welcome and may be sent to HR@ElginISD.net

This handbook is not a contract and does not replace the official Elgin ISD policy manual. It is not intended to modify the at-will employment status of non-contract employees in any way. Instead, 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 [Elgin ISD Board Policy](#).

District Information

The Elgin Independent School District is located approximately 22 miles east of Austin and is in the Region 13 Education Service Center area. Elgin ISD is designated as a **District of Innovation**, a status made possible by House Bill 1842 passed during the 84th Texas Legislative Session. This designation grants traditional independent school districts many of the same flexibilities available to the state's open-enrollment charter schools. Through an approved innovation plan, Elgin ISD may be exempt from certain provisions of the Texas Education Code (TEC), allowing for increased local control and greater flexibility in meeting the needs of students and staff.

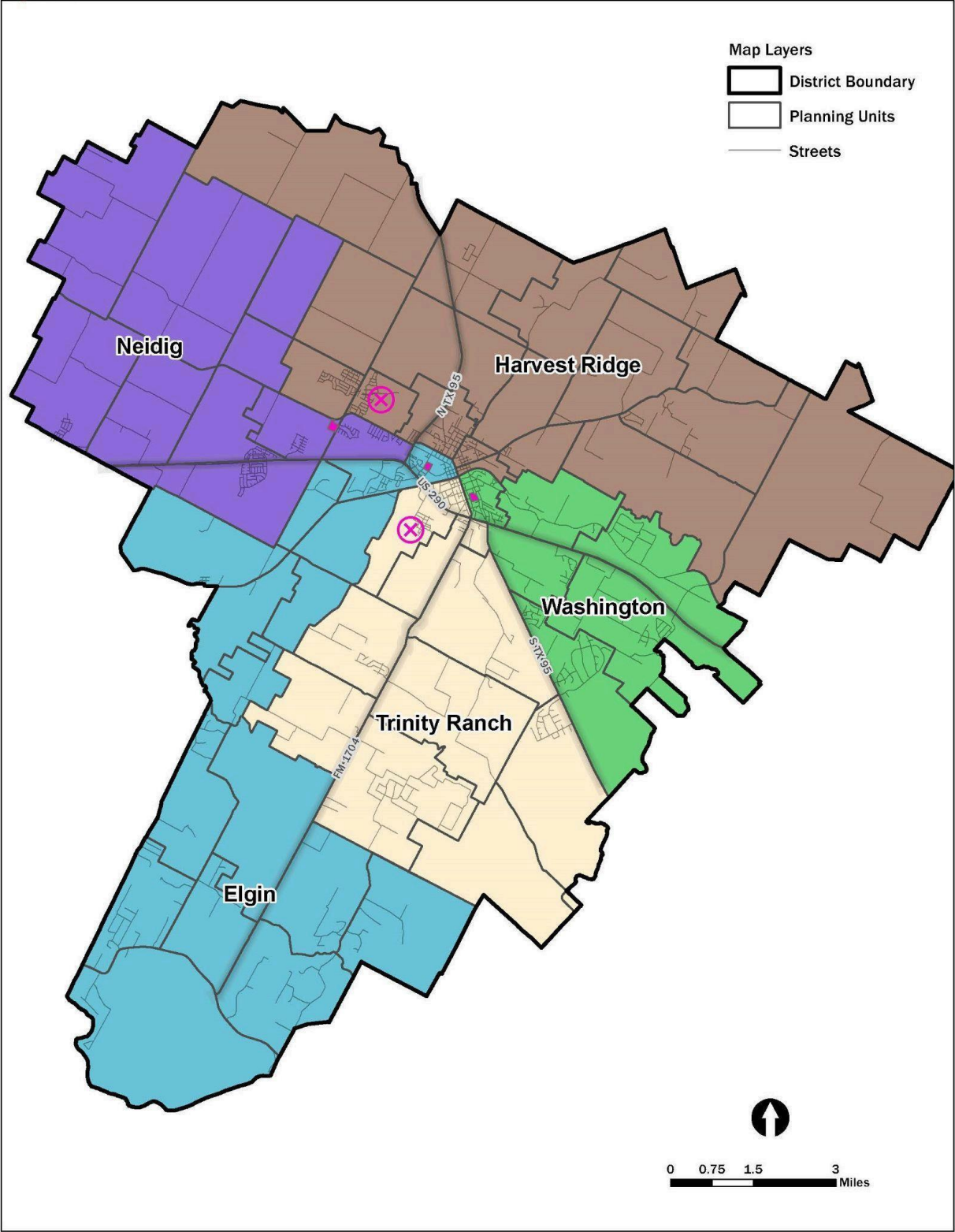
The district began exploring this opportunity when the Board of Trustees approved a resolution to initiate the process on **September 19, 2016**. A public hearing was held on October 17, 2016, where the Board voted to proceed with the development of an innovation plan. In 2026, as the plan neared expiration, a new committee was formed comprised of the District's Executive Cabinet, Leadership Team, and District Advisory Council. A public hearing will be held on **August 17, 2026**, where the Board will determine whether or not to proceed with the renewal of the innovation plan. The resulting innovation plan outlines specific exemptions and strategies designed to enhance educational outcomes. The District of Innovation designation is valid for a term of up to **five years** from the date of adoption.

Elgin ISD is a PK-12 public school district serving 168 square miles. The District operates nine academic campuses; five elementary and four secondary campuses:

Booker T. Washington Elementary School
Elgin Elementary School
Harvest Ridge Elementary School
Neidig Elementary School
Trinity Ranch Elementary School

Elgin Intermediate School
Elgin Middle School
Elgin High School
Phoenix High School

District Map



Mission Statement, Goals and Objectives

Policy [AE](#)

Elgin ISD Scorecard Summary

At Elgin ISD, we believe that every student deserves access to engaging, innovative learning experiences so that they are provided choice and opportunity for their future. Our Scorecard outlines the district's strategic priorities and serves as a roadmap for achieving excellence in education through clear goals, measurable outcomes, and ongoing accountability.

Priority 1: Student Success

We are committed to fostering academic growth, equity, and readiness across all grade levels. This includes:

- Systematically implement the EISD Teaching & Learning Curriculum Mgt Plan (CMP) across all campuses
- Enhance and ensure data-driven instruction and progress monitoring
- Refine and enhance systematic PLC processes to ensure fidelity district-wide
- Ensure and enhance professional coaching model
- Support systemwide implementation of data-driven instruction and progress monitoring within special programs
- Support systemwide implementation of improvement protocols within special programs
- Enhance, ensure, and increase student CCMR programs and opportunities
- Embed compelling purpose and learner profile throughout District initiatives and professional learning opportunities.
- Promote and increase student involvement and participation in extracurricular programs
- Increase opportunities for and showcase student voice both in the classroom and beyond
- Enhance and increase opportunities for students to learn and serve beyond the classroom
- Increase average daily attendance rates for students across the district
- Improve student behavior and wellness
- Utilize student well-being survey results to identify needs and inform activities to support student well-being
- Sustain and enhance school emergency operation procedures

Priority 2: Professional Learning and Highly Effective Staff

Elgin ISD invests in attracting, developing, and retaining talented staff by:

- Sustain and enhance district "Grow Your Own" program
- Create innovative support systems for new-to-profession teachers and new-to-role staff
- Develop a pay structure that reflects district commitment to high quality staff at all levels
- Build a professional learning calendar/PD plan and support processes for all staff
- Develop pipeline programs for staff to move to next level of employment/leadership
- Develop professional learning opportunities based upon feedback and identified needs including culturally and linguistically responsive instruction and the impact of trauma
- Create staff wellness program
- Conduct staff well-being/satisfaction survey
- Sustain and enhance school emergency operation procedures
- Conduct Superintendent and Executive Cabinet Campus/Department Tours to engage and gain feedback

- Recognize staff at all levels (written and public platforms)
- Utilize staff well-being/satisfaction survey to identify needs and inform activities to support staff well-being
- Facilitate District Advisory Council and Superintendent Roundtable
- Increase annual retention rate

Priority 3: Community Engagement and Partnerships

We believe in strong relationships with families and the community. Key efforts include:

- Enhance website development, social media messaging and parent communication platforms
- Utilize parent satisfaction survey to identify strengths and respond to needs
- Develop a listening and action protocol based on survey results
- Conduct parent information sessions and feedback opportunities presented by Superintendent
- Continue implementation of the marketing/communication plan to highlight our schools
- Conduct Community-Based Advisory Council meetings and develop action steps
- Conduct community information sessions and feedback opportunities by Superintendent
- Explore and expand School-Business Partners
- Strengthen processes and protocols with Elgin Education Foundation
- Strengthen relationships, processes, and protocols with business and governmental partners

Priority 4: Fiscal and Operational Systems

Elgin ISD is dedicated to responsible stewardship and long-term planning by:

- Align budget to strategic outcomes and needs
- Ensure financial transparency to stakeholders through websites, publications, monthly financial reports, bond oversight committee meetings, and budget meetings
- Utilize Long Range Facility Plan (LRFP) to inform decisions related to district expansion and improvement of facilities
- Review progress with Executive Cabinet monthly on LRFP projects
- Conduct quarterly meetings for the bond committee and community
- Present monthly Board reports to review progress in Bond Construction projects
- Develop and sustain a preventative maintenance plan for facilities
- Sustain a Long Range Safety Plan (LRSP) for district and campuses with action steps presented annually to School Board
- Utilize staff, student, and parent safety surveys in fall and spring to inform needs and specific actions related to safety
- Facilitate Safety Symposium held in spring; District Safety Council including staff, parents, students, community members
- Implement plans for future innovative facilities through the Bond Planning Committee
- Develop and sustain a Long Range Technology Plan (LRTP) for district and campuses with action steps presented annually to School Board

This Scorecard serves as a guiding document to ensure alignment, equity, and excellence across Elgin ISD. It reflects our commitment to student achievement, staff support, community collaboration, and operational integrity.

For more information or to view the full Scorecard, please visit [Elgin ISD Scorecard Priorities](#) or contact the district office.

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

Current board members include:

Byron Mitchell, President	District 1-Term expires 2029
Teneisha Wilson, Vice President	District 4-Term expires 2028
Cheryl Reese, Secretary	District 2-Term expires 2029
Barry Barker, Parliamentarian	District 7-Term expires 2028
Pete Bega, Member	District 6-Term expires 2027
Patrick Maass, Member	District 5-Term expires 2028
Beth Walterscheidt, Member	District 3-Term expires 2027

The board usually meets the third Monday of every month at 7:00 PM in the Elgin ISD Administration Building, 1002 N. Avenue C, Elgin, TX 78621. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Administration Building at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice. All [meetings](#) are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed sessions may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule

July 20, 2026	October 19, 2026	January 11, 2027	April 19, 2027
August 17, 2026	November 16, 2026	February 22, 2027	May 17, 2027
September 21, 2026	December 14, 2026	March 22, 2027	June 21, 2027

Administration

[Dr. Stormy Hickman](#), Interim Superintendent
[Melanie Martin](#), Executive Assistant
[Dr. Stormy Hickman](#), Deputy Superintendent
[Bridgette Cornelius](#), Assistant Superintendent
[Clark Motley](#), Chief Finance Officer
[Al A. Rodriguez](#), Executive Director of Communication
& Community Engagement

Extension

12126
12125
12108
12081
12018
12031

District Leadership Team

David DeBrock , Executive Director of Technology	19006
Sarah Farias , Executive Director of Human Resources	12005
Rainey Lann , Executive Director of Bond Projects	19304
Rick Reyes , Executive Director of School Leadership & Campus or Support	12114
Dale Belmont , Director of Maintenance & Operations	19104
Alyson Keller , Director of Fine Arts & Advanced Academics	12112
Ashton Booth , Director of Special Education	12062
Dr. Elisa Clark , Director of Emergent Bilingual & Early Childhood Support	12110
Elizabeth Guajardo , Director of Child Nutrition Services	19402
Franck Yougoue , Director of 21st Century ACE Grant	12136
Gina Stuart , Director of Finance	12019
Jens Anderson , Director of Athletics	12102
Jesse Perez , Director of Transportation	19202
Kimberly Martinec , Director of Assessment & Accountability	12109
Maggie Howard , Director of CCMR & CTE	11025
Dr. Arthur Martinez , Director of Curriculum & Instruction	12111
Toni Mendez , Director of Human Resources	12004

Campus Administration

Linda Tamez , Principal, Booker T. Washington Elementary School	14010
Rebecca Henry-Cooper , Assistant Principal	14012
Jorge Garcia , Assistant Principal	14011
Michelle Martinez , Principal, Elgin Elementary School	13010
Kalandra Williams , Assistant Principal	13011
Megan Wehrle , Principal, Harvest Ridge Elementary School	20010
Brenda Ricketts , Assistant Principal	20011
Lisa Parker , Assistant Principal	20012
Paul Coronado , Principal, Neidig Elementary School	16010
Sara Aleman , Assistant Principal	16012
LeShell Bourgeois , Assistant Principal	16011
Idalia Banda , Principal, Trinity Ranch Elementary School	21010
Yenifer Ibarra , Assistant Principal	21012
Randy Mathisen , Principal, Elgin Intermediate School	17010
Christopher Parker , Assistant Principal	17011
Ernesto Wallace , Assistant Principal	17012
Robert Truhill , Principal, Elgin Middle School	15010
Jorge Badillo , Assistant Principal	15012
Loren Rivera , Assistant Principal	15013
Alicia Winchester-Saenz , Assistant Principal	15011

Armetrius Staples , Principal, Elgin High School	11010
Cristie Plummer , Associate Principal	11016
Pieter Duplooy , Assistant Principal	11014
Jasen Hickman , Assistant Principal	11012
Yolanda Rodriguez , Assistant Principal	11015
David Sanchez , Assistant Principal	11013
 Jason Rodman , Principal, Phoenix High School / DAEP	 11910

Elgin Independent School District

2026-2027 Instructional Calendar

July 2026						
Su	M	Tu	W	Th	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29*	30	31			

April 2027						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23*	24
25	26	27	28	29	30	

May 2027						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21*	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Instructional Minutes for Elem/HS:
 Semester 1: 36,250/36,100 (80 days)
 Semester 2: 38,630/38,680 (86 days)
Total: 77,180/76,880

Hours of Operation: 7:25-3:00 (EES/HRE/TRE)
 7:30-3:05 (BTW/NES)
 8:15-3:50 (EIS)
 8:25-4:00 (EMS)
 9:00-4:35 (EHS)
 8:00-12:30 (PHS)
 7:30-3:00 (DAEP)

Graduation: May 21, 2027 7:00 pm at
 Shoreline Church, Austin, TX

	Teacher Staff Development; *Bad Weather Make-Up Day		School Closed/Holiday *Bad Weather Make-Up Day		Offices Closed
	Early Release for EHS Students Only (2.5 Hours)		First Day of School		Comp Day / Student Holiday
	Early Release for All Students (2.5 hours)		New Teacher Academy		Teacher Workday; *Early Release

Board Approved:

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.

Department

[ACE Program](#)

Administration

[Student & Family Support Services](#)

[Athletics](#)

[Band](#)

[Benefits/Leave](#)

[Business & Finance](#)

[Child Development Center \(CDC\)](#)

[Child Nutrition Services](#)

[Communications & Community Engagement](#)

DAEP (Disciplinary Alternative Education Program)

[Elgin Education Foundation](#)

[Family Health Center](#)

[Human Resources](#)

[Substitutes](#)

[Maintenance & Operations](#)

[School Board](#)

[Special Education](#)

[Superintendent's Office](#)

[Teaching & Learning](#)

[Technology](#)

[Transportation](#)

Phone / Fax

(512)281-3434

(512)281-3434

(512)281-3434

(512)281-3434

(512)281-3434

(512)281-3434/281-9816

(512)281-3434/285-9933

(512)281-9797

(512)281-9755/281-9783

(512)281-3434

(512)281-9731

(512)229-3334

(512)281-3434/281-9836

(512)281-3434

(512)281-9760/285-3875

(512)281-3434/285-9017

(512)281-3434/281-9935

(512)281-3434/281-9835

(512)281-3434/285-5738

(512)281-5751/281-9799

School Directory

[Booker T. Washington Elementary School](#)

[Elgin Elementary School](#)

[Harvest Ridge Elementary School](#)

[Neidig Elementary School](#)

[Trinity Ranch Elementary School](#)

[Elgin Intermediate School](#)

[Elgin Middle School](#)

[Elgin High School](#)

[Elgin Early College High School](#)

[Phoenix High School](#)

(512)281-3411/281-9749

(512)281-3457/281-9772

(512)281-9864/281-9865

(512)281-9702/281-9703

(512)281-9776/281-9876

(512)281-9701/281-9874

(512)281-3382/281-9781

(512)281-3438/281-9804

(512)281-3434

(512)281-9744/281-9783

Employment

Equal Employment Opportunity

Policies [DAA](#) & [DIA](#)

In its efforts to promote nondiscrimination and as required by law, Elgin 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: Sarah Farias, Executive Director of Human Resources, 1002 N. Avenue C, Elgin, TX 78621, 512-281-3434. 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: Sarah Farias, Executive Director of Human Resources, 1002 N. Avenue C, Elgin, TX 78621, 512-281-3434.

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

Job Vacancy Announcements

Policy [DC](#)

Announcements of [job opportunities](#) by position and location are posted on a regular basis to the district's website.

Employment after Retirement

Policy [DC](#)

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

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

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

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) may be employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code or, if not employed by contract, employment is not for any specified term and may be terminated at any time by either the employee or the district.

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

Certification and Licenses

[Policies DBA, & DF](#)

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to [Human Resources](#) within 10 business days of dated notification from the respective credentialing entity. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify [Human Resources](#) when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 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 the Executive Director of Human Resources at 512-281-3434, 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 [Human Resources](#) 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

Policies [CQ](#), [DHE](#)

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

Health Safety Training

Policies [DBA](#) & [DMA](#)

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their Campus Principal and Human Resources prior to the first day of instruction and/or in advance of the expiration date of the respective certificate.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their Campus Principal and Human Resources prior to the first day of instruction and/or in advance of the expiration date of the respective certificate.

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

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

Assignment and Schedules

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 shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy [DC](#).

Any employee may request reassignment within the District to another position for which he or she is qualified.

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 may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the new school year begins must submit his or her request during the district's voluntary transfer request window. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. These transfers must be initiated by a campus principal. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans (See [BQ](#) series). In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with central office staff to ensure the efficient operation of the District as a whole.

Non-contractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

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. See *Overtime Compensation* on page [25](#) for additional information.

ADA Accommodations

Policies [DAA](#), [DBB](#), [DIA](#)

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting [Human Resources](#) and identifying an adjustment or change at work that is needed because of a disability. An employee may also submit a written request to hr@elginisd.net to request an ADA form.

Upon receiving the reasonable accommodation request, HR will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR or the ADA Coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR or the ADA Coordinator will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies [DEAB](#) & [DG](#)

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

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

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 **Sarah Farias, Title IX Coordinator, 512-281-3434 ext. 1229**.

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 **Sarah Farias, Executive Director of Human Resources, 512-281-3434 ext. 1229** to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies [DK](#) & [DBA](#)

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified teacher, or an uncertified teacher. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit, including substitutes. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status may contact the Human Resources Department at 512-281-3434.

Outside Employment and Tutoring

Policy [DBD](#)

All 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 of 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 conflict of interest. An employee shall disclose in writing to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

Administrators. An employee (other than employees primarily responsible for in-class instruction) who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district, may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district. With exceptions as noted below, administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers.

Exceptions apply to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers, if the board approves as required by statute. To be approved, services must be performed during the administrator's personal time. Contact the Deputy Superintendent for more information.

Performance Evaluation

Policy [DN](#), [DPB](#) series,

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda can also 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.

Employee Involvement

Policies [BQA](#) & [BQB](#)

At both the campus and district levels, Elgin 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 Superintendent's Office.

Staff Development

Policy [DMA](#)

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

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

Mental Health Training

Policy [DMA](#)

All district employees who regularly interact with students are required to complete an approved evidence-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety.

Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

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 semi-monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage. (See *Overtime Compensation*, page [25](#))

All employees will receive written notice of their 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 [Human Resources](#) Department for more information about the district's pay schedules or their own pay.

Employees working athletic events will clock in and out using Skyward, selecting the appropriate Athletic Event duty code from the dropdown menu. Time must be accurately recorded in Skyward and submitted according to the Timesheet & Payroll Schedule. Incomplete or late entries will not be processed until the next payroll cycle.

Paychecks

All salaried and hourly employees are paid semimonthly. Employees are responsible for regularly reviewing the accuracy of their pay statements and should contact payroll@elginisd.net if they have any questions. Click [here](#) for the 2026-2027 paycheck schedule.

Automatic Payroll Deposit

Employees must have their paychecks electronically deposited into a designated FDIC insured bank account. This process must be set up prior to the first day of employment. Please note that entities that are not FDIC insured are not eligible for electronic deposit (ex. Cash App, Venmo, etc.) Contact payroll@elginisd.net for more information about the automatic payroll deposit service.

Payroll Deductions

Policy [CFEA](#)

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child/spousal support orders, 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/or the Year-End-Club. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

Time Tracking

The Skyward Time Tracking system and associated work records are the official basis for recording hours worked for non-exempt (hourly) employees of the Elgin Independent School District (EISD). This includes all regular hours worked, lunch breaks, as well as time related to extra duty assignments, supplemental pay, and athletic events.

Employees must use Skyward Time Tracking to clock in and out, selecting the correct duty code from the dropdown menu. Accurate and timely submission of hours is essential, as payroll will be based solely on the records submitted through Time Tracking.

Please refer to the [Timesheet & Payroll Schedule](#) for submission deadlines. Incomplete or late entries will be held and processed in the next payroll cycle.

In order to ensure consistency of treatment for employees, the data recorded in the system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official records.

Daily Clock-in/Clock-out:

It is REQUIRED that ALL non-exempt employees "clock in" in the morning using the , and "clock out" at the end of the work day at their place of work.

Special Circumstances:

If an employee is working off-site due to training, professional development, catering, other district-sponsored activities, or a temporary lack of access to a computer or clock-in station.

They may clock in/out at an alternate location, if available, or may request a manual edit by the Campus/Department Timekeeper Manager using the [Time Clock Change Request Form](#).

Timesheets must be submitted accurately and on time in accordance with the [Timesheet & Payroll schedule](#). Incomplete or late entries will delay payment and be processed in the next payroll cycle.

Other requirements include:

- Employees MUST clock in by their scheduled start time.
- Employees may NOT clock in more than 5 minutes before their scheduled starting times (unless the employee has Supervisor approval for early arrival).
- Employees may NOT clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee who is paid on an annualized basis clocks out early, they shall use leave, or the time not worked will be docked from their pay.
- Clock-in and clock-out times are rounded to the nearest quarter hour and posted accordingly. Actual clock-in/out times are still recorded in the system for reference.
- Employees MUST clock out and back in for lunch breaks. Every employee MUST take a lunch break.
- Employees MUST clock out and back in for any other breaks when they leave the premises. However, employees are NOT entitled to breaks according to FLSA (Fair Labor Standards Act).
- Employees MUST clock in and out at their place of employment.
- Employees should never work off the clock, even if they are asked to do so by their supervisor. If your supervisor asks you to work off the clock, please notify the Chief Finance Officer.

Falsification, Tampering, and/or Unauthorized Viewing:

Attempts to tamper with timekeeping hardware or software will be considered a serious offense. Due to the severity of potential infractions, immediate discipline (up to and including immediate termination) may be enforced for attempts to falsify, tamper with, or gain unauthorized access to the timekeeping system. Supervisors and the Human Resources Department will review the specific details of such an infraction and develop an appropriate response. The following is to be considered prohibited:

- Punching in for an absent employee (a.k.a. “buddy punching”)
- Interfering with other employees’ use of the Skyward system
- Unauthorized viewing of another employee’s time in the Skyward system
- Altering submitted employee timesheets without appropriate documentation
- Adding, subtracting, or changing timesheets from actual hours worked

Clock Problems:

If any employee is unable to clock in/out because of a time clock malfunction, it is the employee's responsibility to immediately inform the Campus/Department Timekeeper Manager. In this situation, the Campus/Department Timekeeper Manager will "manually" clock the employee in/out with an approved [Time Clock Change Request Form](#) and noted comment. The Campus/Department Timekeeper Manager will notify the Human Resources Department of any clock problems. Any disagreements with the official time detail record shall be reviewed with the employee's Supervisor, who shall authorize any changes to timekeeping data. Employees must review and submit their timesheets at the end of every work week. Any time sheet edits must include a comment explaining why there was a manual timesheet edit.

Employees should follow the payroll timesheet deadline. Employees should review the timesheet and request any time off needed to meet contracted hours by end of day on Friday. Complete timesheets should be submitted by Friday end of day. Corrections or edits should be requested by the end of day Friday. Approvers should approve all outstanding time off by Monday at 10am. Campus/Department Timekeeper Managers should approve and/or edit any timesheets by Monday at 4pm. Supervisors must approve all timesheets by 9am on Tuesday. All timesheets must be corrected, submitted, and approved by 9am on Tuesday to be included in the semi-monthly payroll. *(Note: Timesheets should equal the employee's total weekly contracted hours. Ex. Employees that are contracted for 40 hours should have a timesheet that meets 40 hours. If a timesheet does not meet the required 40 hours in this example, the employee should submit leave or docking to meet the 40 required hours. All leave must be exhausted prior to docking.)*

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 physically 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 on Sunday and ends on Saturday.

Overtime MUST be authorized in writing in advance by a supervisor. Overtime is calculated based on the actual hours recorded and credited to the employee, as measured by the Skyward system. Overtime is earned on a weekly basis, and is only credited after 40 hours of actual hours worked have been accumulated within a given week. Overtime is paid at 1.5 times the employee's base hourly rate after 40 hours worked. Since overtime or extra hours are calculated when recorded work hours exceed 40, employees may NOT clock in early or clock out late without prior supervisory approval.

Employees working two separate positions cannot combine hours to equal 40 hours. Each position is treated as a separate job. Blended Rate Calculations will be utilized for all employees who physically work over 40 hours between two jobs. Blended rate calculations are required to meet FLSA overtime requirements.

Compensatory time off may NOT be given for overtime worked. Employees will be compensated for overtime (i.e., hours beyond 40hrs physically worked in a workweek) at a time-and-a-half rate with direct pay.

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.

Travel Expense Reimbursement

Policy [DEE](#)

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval using the Pre-travel Authorization Form. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district and gsa.gov rates. Employees must submit itemized receipts to be reimbursed for allowable expenses other than mileage. Please refer to the district travel guidelines for more information.

Health, Dental, and Life Insurance

Policy [CRD](#)

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

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

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 benefits@elginisd.net for more information.

Supplemental Insurance Benefits

Policy [CRD](#)

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, basic life, etc. Premiums for these programs can be paid by payroll deduction. Employees should contact benefits@elginisd.net 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 the Texas Association of School Boards (TASB).

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 benefits@elginisd.net. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 39, for information on the use of paid leave for such absences.

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 hr@elginisd.net.

Teacher Retirement

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

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 4655 Mueller Blvd., Austin, TX 78723, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See page 14 for information on restrictions of employment of retirees in Texas public schools.

Leaves and Absences

Policies DE Series

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 three days should call the Benefits Specialist at (512) 281-3434 ext. 12017 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Earning Leave

While an employee is using extended leave or is on unpaid status, they shall only be eligible for leave benefits provided by law. State law provides eligible employees with up to five (5) days of paid state personal leave each school year. All employees shall earn up to an additional five (5) days of local leave each school year, which shall be credited concurrently with state personal leave and available at the beginning of the work year.

Using Leave

Exempt employees or nonexempt employees who utilize substitutes must use paid leave in full (8 hrs) or half day (4 hrs) increments. Non-Exempt employees not utilizing substitutes may use paid leave in fifteen (15) minute increments.

The District shall reasonably accommodate an employee's request to be absent from duty, so long as it does not cause undue hardship on the department, campus, and/or District operations.

Order of Use

Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Non-Duty Days (if applicable) or Vacation Leave (if applicable), until exhausted
- Local Sick Leave, until exhausted
- State Sick Leave accumulated before the 1995-96 school year, until exhausted
- State Personal Leave

Any pay that may be associated with the use of sick leave pool days shall be permitted only after all available leave has been exhausted.

Limit on Approval of Paid Leave

The District shall not approve paid leave for more work days than have been accumulated in prior years plus those days accrued during the current school year. Any absences beyond available paid leave shall result in deductions from the employee's pay.

Request for 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 three 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

Family Emergency. The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

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 three 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
- In the case of personal illness—the employee’s fitness to return to work. Certification of the employee’s ability to perform the essential functions is based on the list of essential functions listed in the job description.

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 will 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.

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.

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

Personal Leave "State Personal"

State personal leave is available for use at the beginning of the work year. One day of state personal leave is equal to the number of hours in an employee's regularly assigned workday, whether the employee is full-time or part-time. Unused state personal leave accumulates without limit and may be transferred to another Texas public school district. State leave may be used without loss of pay in accordance with District policy and established leave procedures. State personal leave generally transfers to Texas education service centers (ESCs) in accordance with applicable law and agency procedures. State personal leave may be used for two purposes:

Nondiscretionary. Leave taken for circumstances beyond the employee's control. 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 three days in advance of the anticipated absence. Requests for discretionary leave are subject to supervisor approval and may be denied during critical work periods or when the employee's absence would significantly impact district operations or student instruction.

Discretionary leave may not be taken for more than three consecutive workdays, except with special approval by the Superintendent or designee for extenuating circumstances.

Discretionary leave may not be taken on the following key days:

- The first or last two weeks of the instructional school year
- The workday immediately before or after a school holiday or scheduled break
- Days scheduled for end-of-course, semester, end-of-year examinations, or districtwide standardized testing
- Professional development, staff development, district convocation, or other mandatory training days

Leave Requests. Leave must be entered and approved through the District's designated leave management system. Employees are responsible for ensuring all absences are accurately reported and recorded. The District may require documentation to verify the reason for an absence when permitted by law or District policy.

Leave Proration. Leave entitlement shall be prorated for employees who begin employment after the first duty day of the school year or separate employment before their last duty day of the school year. The amount of leave earned will be based on the portion of the work year actually employed. Any change in an employee's workday shall cause a prorated adjustment to the number of hours of unused state personal leave and local sick leave that the employee has earned for the current school year only.

Employees who use more leave than they have earned on a prorated basis at the time of separation will be required to reimburse the District for the value of the excess leave used. The amount owed will be deducted from the employee's final paycheck to the extent permitted by law. If the final paycheck is insufficient to cover the amount owed, the employee remains responsible for repayment of the balance.

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

A day of local leave is equivalent to the number of hours in an employee's regularly assigned workday, whether the employee works full-time or part-time. Unused local leave accumulates without limit while the employee remains employed by the District. Local leave may be used without loss of pay in accordance with District policy and established leave procedures.

Local leave is not transferable to another school district and has no cash value at separation from employment unless otherwise provided by District policy.

Non-Duty Day Leave

Non-duty days are available to 226 day employees only. These days are created to meet the 226 day calendar. Employees will only be allowed to move days forward from one previous year and are limited to a maximum of 5 days.

Non-Duty leave is not transferable to another school district and has no cash value at separation from employment unless otherwise provided by District policy.

Vacation

Policy [DED](#)

Employees in positions normally requiring at least 260 duty days per year are eligible to receive paid vacation leave in accordance with District policy and administrative regulations. Vacation leave is credited at the beginning of each work year and is available for use upon assignment.

1. Accumulation and carryover limits; and
2. Treatment of vacation days upon separation from service.

Employees in positions normally requiring at least 260 duty days per year are eligible to receive paid vacation leave in accordance with District policy and administrative regulations. Vacation leave is credited at the beginning of each work year and is available for use upon assignment.

Employees who begin employment after the first duty day of the work year or separate employment before their last duty day of the work year shall have vacation leave prorated based on the portion of the work year actually employed. Employees who use more vacation leave than they have earned on a prorated basis at the time of separation will be required to reimburse the District for the value of the excess leave used. The amount owed may be deducted from the employee's final paycheck to the extent permitted by law. If the final paycheck is insufficient to cover the amount owed, the employee remains responsible for repayment of the balance.

Vacation requests must be submitted in advance and approved by the employee's supervisor. Administrative regulations govern accrual rates, usage requirements, carryover limits, and payment of unused vacation leave upon separation from employment. Vacation leave is not transferable to another school district and has no cash value at separation from employment unless otherwise provided by District policy.

Holidays

Policy [DED](#)

Eligible employees in positions normally requiring at least 260 days of service annually shall receive paid holidays in accordance with the employee's duty schedule and administrative regulations.

Sick Leave Pool

Policy [DEC](#)

The District's sick leave pool allows employees to voluntarily donate local leave to an eligible employee who has exhausted all available paid leave because of a catastrophic illness or injury.

A catastrophic illness or injury is a severe medical condition that prevents an employee from performing the employee's regular job duties for a prolonged period or requires the employee to be absent to care for an immediate family member with such a condition. The need for leave must be supported by medical certification from a qualified health-care provider.

Eligibility

An employee may request the establishment of a sick leave pool for:

- The employee's own catastrophic illness or injury; or
- The catastrophic illness or injury of a member of the employee's immediate family, as defined by District policy.

Complications related to pregnancy or childbirth may qualify when supported by medical certification. Elective procedures shall not qualify unless they are medically necessary.

To receive donated leave, the employee must:

1. Be employed by the District in a position eligible to earn local leave;
2. Have exhausted all available state personal leave, state sick leave, local leave, vacation leave, extended leave, and applicable compensatory time;
3. Be in an approved leave status;
4. Provide the required medical certification; and
5. Have an absence that is not otherwise fully covered by workers' compensation, disability benefits, or another wage-replacement benefit.

Request Procedures

An employee must submit a written request to the Superintendent or designee using the District's sick leave pool request form. The request must include medical certification identifying:

- The date the medical condition began;
- The anticipated duration of the absence;
- Whether intermittent leave is medically necessary; and
- The anticipated return-to-work date, if known.

The District shall not require disclosure of medical information beyond what is reasonably necessary to determine eligibility and administer the leave.

If the employee is unable to submit the request, an immediate family member or the employee's supervisor may initiate the request on the employee's behalf. The required documentation must be provided as soon as practicable.

Donated leave generally may not be used for absences occurring before the sick leave pool is approved. The Superintendent or designee may approve an exception when circumstances prevent the employee from submitting a timely request.

Approval and Notification

The Superintendent or designee shall determine whether the employee meets the eligibility requirements.

Approval of a sick leave pool does not guarantee that sufficient leave will be donated.

After approval, Benefits may notify District employees that a sick leave pool has been established. Medical information and details regarding the employee's condition shall remain confidential. Information shared with employees shall be limited to what is necessary to request voluntary donations.

Donations

Donations are voluntary and must be submitted in writing on the District's sick leave pool donation form. The following limitations apply:

1. Only accrued local leave may be donated
2. An employee may donate no more than three local leave days during a school year
3. A donor must retain at least five days of accumulated paid leave after the donation
4. Donations must be made in full-day increments
5. Donations are irrevocable once transferred, except for the return of unused days as provided below
6. An employee who has submitted a resignation or retirement notice may not donate leave unless an exception is approved by the Superintendent or designee
7. Employees may not receive payment, compensation, or anything of value in exchange for donated leave
8. A donation may not be conditioned on the recipient returning leave to the donor at a later date

One donated day shall provide one day of paid leave to the recipient, regardless of differences between the donor's and recipient's daily rate of pay or regularly assigned workday.

Maximum Benefit

An eligible employee may receive:

- No more than 30 sick leave pool days for a single qualifying event; and
- No more than 30 sick leave pool days during a school year.

A continuing illness, recurrence, or related medical condition shall be considered the same qualifying event unless the Superintendent or designee determines that a separate and unrelated catastrophic condition exists.

An employee shall not receive more pool days than:

1. The number of workdays supported by medical certification;
2. The number of workdays remaining in the approved leave period;
3. The number of donated days available; or
4. The 30-day maximum.

Pool days may be awarded in increments based on the anticipated duration of the absence. Benefits may require updated medical certification before approving additional days.

Use of Donated Days

Sick leave pool days may be used only for days the employee was scheduled to work. Pool days may not be used for holidays, weekends, nonduty days, or other days for which the employee would not otherwise have received pay.

Pool days shall be used only after the employee has exhausted all other available paid leave.

Pool days may be used intermittently when intermittent leave is medically necessary and supported by medical certification. The employee must follow the District's normal absence-reporting procedures unless the employee's medical condition prevents compliance.

Receipt of donated leave shall not:

- Extend the employee's contract;
- Provide additional job-protected leave;
- Guarantee continued employment; or
- Extend any leave entitlement provided by law or District policy.

Medical Recertification

The District may require updated medical certification:

- Every 30 calendar days while pool days are being used;
- When the employee requests additional pool days;
- When the circumstances described in the original certification change significantly; or
- When the District receives information that calls the continued need for leave into question.

An employee returning from leave for the employee's own serious health condition may be required to provide a fitness-for-duty certification in accordance with District policy and applicable law.

Coordination with Other Leave and Benefits

Sick leave pool days shall run concurrently with FMLA leave, temporary disability leave, assault leave, or other applicable leave when the absence qualifies.

When an employee receives workers' compensation income benefits, disability benefits, or another form of wage replacement, sick leave pool days shall be coordinated in accordance with applicable law and District procedures. Combined benefits shall not exceed the employee's regular compensation.

Approval of sick leave pool days does not extend the employee's eligibility for health insurance or other benefits beyond the period permitted by law, TRS-ActiveCare rules, or District policy.

Termination of the Pool

A sick leave pool shall cease to exist when the employee:

1. No longer needs leave for the approved purpose;
2. Returns to regular duty and no longer requires intermittent leave;
3. Uses the maximum number of days permitted;
4. Exhausts all donated days;
5. Fails to provide requested medical recertification;
6. Separates from employment; or
7. Is otherwise no longer eligible under District policy.

The employee must promptly notify Benefits when the need for leave ends or the anticipated return-to-work date changes.

Return of Unused Days

Unused donated days shall be returned to donors who remain employed by the District.

Unused days shall be returned proportionately according to the amount donated, in increments of no less than one full day. Days shall be returned in reverse order of donation, beginning with the most recent donation.

No general or continuing pool shall remain after the individual employee's sick leave pool closes.

Misrepresentation or Abuse

An employee who misrepresents the need for sick leave pool days, uses donated leave for an unauthorized purpose, or fails to report a change affecting eligibility may be required to repay the District and may be subject to disciplinary action, up to and including termination.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the District's sick leave pool in accordance with [DGBA\(LOCAL\)](#), beginning with the Superintendent or appropriate administrator.

Family and Medical Leave Act (FMLA)—General Provisions

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- 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 who is a military servicemember.

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

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week.

FMLA leave is *not* paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need 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,
- You have 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
- 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 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

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.

You do *not* have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You *must* also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your employer *may* request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

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 plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer *cannot* interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer *must* confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer *must* notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

For more information call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.

End-of-Semester Leave In certain circumstances, the District may require an instructional employee whose FMLA leave begins near the end of a semester to remain on leave through the end of the semester in accordance with applicable law and [DECA](#)(LEGAL). Only the period during which the employee is unable or otherwise entitled to remain off work shall be charged against the employee's FMLA entitlement. Any additional leave required by the District shall not count against the employee's FMLA entitlement. During the additional District-required leave, the District shall maintain the employee's group health insurance and reinstate the employee at the conclusion of the leave in accordance with applicable law and District policy.

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 measured forward from the date an individual employee's first FML begins.

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. FML is unpaid after all other leave has been exhausted.

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. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. 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. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

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.

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 benefits@elginisd.net for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees Only. 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 and are not eligible for FMLA.

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.

Temporary disability leave is unpaid. While an employee is on temporary disability leave, the District is not required to continue paying the District's portion of the employee's health insurance premium unless the leave is running concurrently with Family and Medical Leave or the employee is using available paid leave.

To continue health insurance coverage after the District's contribution ends, the employee must pay the **entire monthly premium**, including both the employee's regular portion and the portion normally paid by the District. Failure to submit the required premium payment by the established deadline may result in loss of coverage, subject to applicable law and plan requirements.

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, benefits@elginisd.net 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.

In certain circumstances, the District may require an instructional employee whose TDL begins near the end of a semester to remain on leave through the end of the semester in accordance with district guidelines. Only the period during which the employee is unable or otherwise entitled to remain off work

shall be charged against the employee's TDL entitlement. Any additional leave required by the District shall not count against the employee's TDL entitlement.

Workers' Compensation Benefits

An employee absent from duty because of a work-related illness or injury may be eligible for workers' compensation weekly income benefits. Weekly income benefits are not available unless the employee's disability exceeds seven calendar days and generally begin on the eighth day of disability. If the disability continues for at least 14 calendar days, benefits may be paid retroactively for the first seven days.

The District does not permit paid leave to be used in partial-day increments to supplement or offset workers' compensation income benefits. An eligible employee who is not receiving assault leave may elect in writing to use available paid leave or receive workers' compensation income benefits. An employee who elects to use paid leave will not receive workers' compensation income benefits until the employee's paid leave is exhausted, the employee elects to discontinue using paid leave, or the paid leave payments are less than the employee's pre-injury average weekly wage. If the employee does not elect to use paid leave, the employee will receive only workers' compensation income benefits and no available paid leave will be deducted.

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 benefits@elginisd.net and hr@elginisd.net.

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

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

Bereavement Leave

The district does not provide paid bereavement leave. Employees may use state personal leave and/or local sick leave. Absences for any funeral shall not exceed three (3) leave days per occurrence.

Jury Duty

Policies [DEC](#), [DG](#)

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled

attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

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

Religious Observance

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

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is **entitled to 15 days** of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a 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 hr@elginisd.net. 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 benefits@elginisd.net for details on eligibility, requirements, and limitations.

Mental Health Leave for Peace Officers and Licensed Telecommunicators

HB 1486 of the 88th Regular Session of the Texas Legislature, effective September 1, 2023, extends mental health leave to licensed telecommunicators (e.g., police dispatchers). Districts employing peace officers and licensed telecommunicators are required to provide these employees with paid mental health leave. At the time of printing of this handbook, Elgin ISD does not employ “peace officers.”

Quarantine Leave for Peace Officers

Peace officers employed by a school district are entitled to paid quarantine leave.

Leave for Police Officers for Illness or Injury

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 at least one year. At the time of printing of this handbook, Elgin ISD does not employ licensed police officers in law enforcement capacity.

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. At the time of printing of this handbook, Elgin ISD does not employ “police officers.”

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include Teacher of the Year awards.

District Communications

Throughout the school year, the administration and campus offices publish newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. Questions regarding district communications may be directed to Al A. Rodriguez, Executive Director of Communications & Community Outreach.

District communication methods include:

- *The Wildcat's Den* - Weekly district e-newsletter
- Social Media Platforms: Facebook and Instagram
- School Status
- Peachjar Digital Flyers
- District Website
- Elgin ISD Magazine

Complaints and Grievances

Policy [DGBA](#)

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

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

See Policy [DGBA \(LOCAL\)](#)

Employee Conduct and Welfare

Employee Dress Code. The intent of the Dress Code is to provide general guidelines for professional attire. The Employee Dress Code does not nor cannot anticipate every style of attire or exceptions. Thus, final determination of the appropriateness of employee attire resides with the building principal. An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

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. See *Reports to the Texas Education Agency*, page [43](#) for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

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

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

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

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

Standard 1.14 The educator shall comply with the prohibitions on diversity, equity, and inclusion duties in Texas Education Code (TEC), §11.005.

Standard 1.15 The educator shall comply with the prohibitions on assistance with social transitioning in TEC, §11.401.

Standard 1.16 The educator shall comply with the restrictions on instruction regarding sexual orientation and gender identity in TEC, §28.0043.

Standard 1.17 The educator shall comply with the requirements to provide full information to a parent concerning a student in TEC, §28.008.

Standard 1.18 The educator shall not promote, advocate, or encourage, in a manner that is reasonably accessible or visible to students, illegal conduct:

- (i) Described by TEC, 22.201(a); or
- (ii) directly related to student behavior or school property.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard. Factors that may be considered in context and on the totality of the circumstances in assessing whether appropriate boundaries were maintained include, but are not limited to:

- (i) physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;
- (ii) contacting or meeting the student beyond the professional role or making efforts to gain access to or time alone with a student with no discernible professional purpose;
- (iii) transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;
- (iv) taking or possessing a photo or video of the student beyond the professional role or in violation of school board policy; and
- (v) showing favoritism or isolation through gifts, rewards, or privileges.

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 context and on the totality of the circumstances in assessing whether the communication is appropriate 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;
- (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; and

- (vii) whether the communication could be reasonably interpreted as threatening the welfare and/or safety of 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 available in the [Policy DIA](#)

Harassment of Students

Policies [DE](#), [DH](#), [DHB](#), [FFG](#), [FFH](#), [FFI](#)

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

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

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or 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. See *Reporting Suspected Child Abuse*, page [42](#) and *Bullying*, page [60](#) for additional information.

Definition of solicitation of a romantic relationship *Policy* [DHB](#):

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

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence of a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent that the educator attempts to conceal the communications;
 - f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - g. Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator's behavior toward a student.
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
12. Any other acts tending to show that the educator solicited a romantic relationship with the student.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below.

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 §261.001, are required by state law to make a report to a law enforcement agency, Department of Family & Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including teacher), the report of the alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

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 person with a disability.

Reports to the DFPS can be made using the Texas Abuse Hotline at <https://www.txabusehotline.org/Login/Default.aspx> (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 District Improvement Plan (DIP). 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 otherwise maltreated. Abuse in the Texas family Code is defined to include any sexual conduct harmful to a child's mental, emotional or physical welfare, including conduct that constitutes the offense of the continuous sexual relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, 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*.

Reports to Texas Education Agency

Policy [DF](#), [DHB](#), [DHC](#)

The conduct of an employee must be reported to TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or a minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee the conduct below must also be reported not later than the seventh business day after termination or resignation or notice from the principal:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school sponsored event

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

Reporting Crime

Policy [DG](#)

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending,

terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy [DG](#)

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy [CQ](#), [CQD](#)

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

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact helpdesk@elginisd.net

Personal Use of Electronic Communications

Policy [CQ](#), [CY](#), [DHA](#)

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her

job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, 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 district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy [FL](#)]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DHA(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 DHA (LEGAL)]

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 the 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 social relationship shall provide written consent from the student's parents. The written consent shall include an acknowledgment 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 excerpted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extra-curricular duty may use text messaging and then only to communicate with students who participate in the extra-curricular activity over which the employee has responsibility.
- An employee who communicates with the student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the students' parents or guardians as a recipient on each text message to the student so that the student and parent see 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;

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters related to classwork, homework, and tests; for an employee with extra-curricular duty, matters related to the extra-curricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 pm - 7:00 am. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have the right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies [CPC](#), [FL](#)]
 - Copyright law [Policy [CY](#)]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy [DH](#)]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee will discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's records retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the forum and content of the electronic communication.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Public Information on Private Devices

Policy [DH](#), [GB](#)

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

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

Criminal History Background Checks

Policy [DBAA](#)

All employees are 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 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 employee is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA. The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or

allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies [DHB](#) (LEGAL) and [DHC](#) (LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy [DH](#)

Elgin 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 follows: [Employee Standards of Conduct DH Local](#)

Tobacco and E-Cigarette Use

Policies [DH](#), [FNCD](#), [GKA](#)

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

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking. The term "e-cigarette" includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy [CAA](#)

All employees are expected to act with integrity and diligence when performing duties involving the District's financial resources. The District prohibits fraud and financial impropriety, including, but not limited to:

- Forging or making an unauthorized alteration to any document or account belonging to the District;

- Forging or making an unauthorized alteration to a check, bank draft, or other financial document;
- Misappropriating funds, securities, supplies, employee time, or other District assets;
- Falsifying time records, reimbursement requests, purchasing documents, invoices, receipts, or other financial records;
- Improperly handling money or reporting District financial transactions;
- Profiting from insider knowledge of District information or activities;
- Disclosing confidential or proprietary information to unauthorized parties;
- Disclosing without authorization District investment activities that are underway or being considered;
- Accepting or seeking anything of material value from a contractor, vendor, or other person providing services or materials to the District, except as otherwise permitted by law or District policy;
- Inappropriately destroying, removing, concealing, altering, or using District records, furniture, fixtures, equipment, or other property;
- Failing to provide financial records required by a federal, state, or local governmental entity;
- Failing to disclose a conflict of interest as required by law or District policy;
- Failing to comply with requirements imposed by law, an awarding agency, or a pass-through entity regarding state or federal awards; or
- Committing any other dishonest act involving the District's finances, records, property, or other resources.

Employees who know of or suspect fraud or financial impropriety must report the matter immediately in accordance with Policy [CAA](#). Employees must not attempt to conduct their own investigation. Employees are expected to cooperate fully with any authorized investigation and must not destroy, alter, conceal, or remove records that may be relevant to the matter.

Conflict of Interest

Policy [CB](#), [DBD](#)

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy [DBD](#)

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

Copyrighted Materials

Policy [CY](#)

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

Associations and Political Activities

Policy [DGA](#)

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

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

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

Charitable Contributions

Policy [DG](#)

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

Safety and Security

Policy [CK](#) series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 51 for additional information.

Employees must follow established protocols and respond to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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

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

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

Employees with questions or concerns relating to safety programs and issues can contact Bridgette Cornelius, Assistant Superintendent, at bridgette.cornelius@elginisd.net.

Possession of Firearms and Weapons

Policies [DH](#), [FNCG](#), [GKA](#)

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the District Administration Office immediately at (512) 281-3434.

Visitors in the Workplace

Policy [GKC](#)

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan

Policy [CSC](#)

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 Superintendent's office and is available for inspection during normal business hours.

Pest Control Treatment

Policies [CLB](#), [DI](#)

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the main office of 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.

Other Topics

Copiers: Copiers are available at various locations throughout the campuses and district. They are not intended for personal use. Employees should use them for educationally appropriate planning and/or student activities.

Key Control & ID Badges/Access Cards: Principals are responsible for key control at their campus. At the end of each academic year, keys will be returned to the principals. All keys must be returned upon leaving employment with the District. Failure to do so may result in the withholding of any related expenses from the employee's final paycheck.

For the safety and security of students and employees, all employees must be visibly identifiable while on school premises or at school related events. All employees are issued ID badges for identification purposes and required to wear them while on duty or at school related events.

The ID badge is called a proximity or "prox" card and is used for security access. The card can be placed in close proximity to a card reader located on an exterior door to gain access. Access can only be gained if the employee has been authorized to enter that door. In most cases, badges replace exterior door keys and the badge will allow access to doors that have card readers, and that have been deemed "access points" to the building. 24-hour access is permitted unless otherwise changed by campus and/or district administration. It should be noted that a few exterior doors do not have card readers, and all exterior doors are locked at all times.

Lost Keys and/or Badges: Requests for additional keys must be made through the respective supervisor's office. Replacement charges: \$10 per key for Best keys and \$5 per key for Sargent keys.

Lost employee ID badges must be reported to Human Resources immediately. Your ID badge (proximity/access card) is a key to your building and could be abused. When reported, access will be turned off for the lost badge and you will be issued a new badge. Your first employee ID badge will be provided to you free or charge, reprinted ID badges (proximity / access cards) will incur a cost of \$10.

Mailboxes: Teacher mailboxes are available at each campus. Please check them daily for important communication.

Small Appliances: Due to the potential safety hazards and cumulative energy expense employees are prohibited from keeping personal small appliances (refrigerators, microwaves, etc.) in their work areas.

Telephone Procedures: Telephones are available in all school offices. Teachers are encouraged to communicate with parents by phone if possible. Long distance calls must be authorized by the principal.

General Procedures

Emergency School Closing

Policy [EB](#)

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify local television stations, utilize Staff and Community calling trees, social media and other appropriate phone and/or email alert/notification technologies.

Emergencies

Policies [CKC](#), [CKD](#)

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

District and Campus Administration utilize the district's email system, as well as an automated phone call system to notify staff and parents in the event of an emergency. District operated technology and social media platforms such as the website, Facebook and X are also utilized to inform affected parties when necessary. Information is provided as soon as administratively possible. Each campus is also required to develop and internally distribute an emergency call tree to be utilized for events such as emergency weather closures etc.

Employees are required to keep contact information updated. Employees must notify supervisors of any changes as well as the Human Resource office.

Purchasing Procedures

Policy [CH](#)

All requests for purchases must be submitted through Skyward and routed through the appropriate approvals prior to any purchase. No purchases, charges, or commitments to buy goods or services for the district can be made without a fully approved purchase order. The district may 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 businessoffice@elginisd.net for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must complete the change of address notification form 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 [here](#).

Personnel Records

Policy [DBA](#), [GBA](#)

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

Employees may choose to have the following personal information withheld:

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

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

Facility Use

Policies [DGA](#), [GKD](#)

Employees who wish to use district facilities after school hours must follow established procedures. Campus principals are responsible for scheduling the use of facilities after school hours. To request the use of school facilities and to view fee information, please [click here](#).

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 or immediate building and/or district level department supervisor. Supervisors who have not been designated by the board to accept resignations shall forward all resignations to hr@elginisd.net office. 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 twenty-four hours following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 43. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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

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

Dismissal or Nonrenewal of Contract Employees

Policies [DF Series](#), [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 reporting requirements for termination of a contract are the same as those listed above in Resignations/Contract employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policies [DCD](#), [DP](#), [DPA](#), [DPB](#)

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 36.)

The reporting requirements for termination of a non-certified employee are the same as those listed above in Resignations/Non-contract employees.

Discharge of Convicted Employees

Policy [DF](#)

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or conducted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration of a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Prohibition on Diversity, Equity, and Inclusion

Policies [DE](#) [DH](#)

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction

Policies [DE](#) [DH](#)

District employees are prohibited by Education Code 28.0022 (Certain Instructional requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. During this process, information will be provided regarding the continuation of benefits, release of employment information, and procedures for requesting references. Separating employees are asked to provide a forwarding address and phone number, and to complete an exit questionnaire to share feedback about their employment experience with the district.

All district property—including keys, books, equipment, and intellectual property—must be returned prior to separation from employment.

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies [FB](#), [FFH](#)

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Sarah Farias, Executive Director of Human Resources, 1002 N. Ave. C, Elgin, TX 78621, sarah.farias@elginisd.net 512-281-3434, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Ashton Booth, Director of Special Services, 504, Rtl, 902 W. 2nd St., Elgin, TX 78621, 512-281-9737, the District ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to Bridgette Cornelius, Assistant Superintendent of Student Services.

Student Records

Policy [FL](#)

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

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

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

Parent and Student Complaints

Policy [FNG](#)

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

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

Administering Medication to Students

Policy [FFAC](#), [FFAF](#)

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen[®]), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any non-prescription medication must be accompanied by parental permission. Prescription medication must be in its original, properly labeled container and be accompanied by a valid doctor's order. Medication lacking such documentation shall not be accepted nor administered. 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 describing 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 campus administration. The district's policy, [FFI \(Local\)](#), includes definitions and procedures for reporting and investigating bullying of students.

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.

Index

A

ADA Accommodations – 19
Administration – 9
Administering Medication to Students - 65
Alcohol and Drug-Abuse Prevention – 55
Assignments and Schedules – 17
Asbestos Management Plan – 58
Assault Leave – 39
Associations and Political Activities – 57
Automatic Payroll Deposit – 22

B

Bereavement Leave – 39
Board Meeting Schedule – 9
Board of Trustees – 9
Breaks for Expression of Breast Milk – 19
Bullying – 66

C

Cafeteria Plan Benefits (Section 125) – 26
Certification and Licenses – 15
Charitable Contributions – 57
Clock Problems – 25
Complaints and Grievances – 42
Conflict of Interest – 56
Convicted Employees - 63
Copyrighted Materials - 57
Criminal History Background Checks – 54

D

Daily Clock-in/Clock-out – 23
Description of the District – 5
Dietary Supplements – 65
Dismissal or Nonrenewal of Contract Employees – 62
Dismissal of Noncontract Employees – 62
Discrimination, Harassment, and Retaliation – 46
District Communications – 41
District Leadership Team – 10
District Map – 6
District Scorecard – 7

E

Electronic Communications between Employees, Students and Parents – 51

Emergencies – 60

Emergency School Closing – 60

Employee Arrests and Convictions – 54

Employee Conduct and Welfare – 42

Employee Involvement – 21

Employee Recognition and Appreciation – 41

Employment – 14

Employment: Contract and Non-Contract - 15

Employment after Retirement – 14

Employment Requirements and Restrictions:
Conflict of Interest – 20, 56

Equal Educational Opportunities – 64

Equal Employment Opportunity – 14

Exit Interviews and Procedures – 63

F

Facility Use – 61

Family and Medical Leave Act (FMLA)—General Provisions – 35

Falsification, Tampering, Unauthorized Viewing – 24

Fraud and Financial Impropriety – 55

G

General Procedures – 60

Gifts and Favors – 56

H

Harassment of Students – 46

Hazing – 66

Health, Dental, and Life Insurance – 26

Health Safety Training – 17

Helpful Contacts – 13

Holidays – 32

I

Instructional Calendar – 12

Introduction – 5

J

Job Vacancy Announcements – 14

Jury Duty – 39

L

Leave for Police Officers for Illness or Injury – 41

Leaves and Absences – 28

Local Leave – 31

M

Mental Health Leave for Peace Officers and Telecommunicators – 41
 Mental Health Training – 21
 Military Leave – 40
 Mission Statement, Goals, and Objectives – 7

N

Name and Address Changes – 61
 NonSchool Employment – 20
 Notification to Parents Regarding Qualifications – 20

O

Other Topics – 59
 Outside Employment / Tutoring - 20
 Overpayments – 23
 Overtime and Compensatory Time – 25
 Overtime Compensation – 25

P

Parent and Student Complaints – 65
 Paychecks – 22
 Payroll Deductions – 23
 Performance Evaluation - 21
 Pest Control Treatment – 59
 Personal Leave – 30
 Personal Use of Electronic Communications – 50
 Personnel Records – 61
 Possession of Firearms/Weapons - 58
 Pregnant Workers Fairness Act – 19
 Prohibition on Classroom Instruction - 63
 Prohibition on Diversity, Equity, and Inclusion - 63
 Psychotropic Drugs – 65
 Public Information on Private Devices – 54
 Purchasing Procedures – 60

Q

Quarantine Leave for Peace Officers – 41

R

Recertification of Employment Authorization – 16
 Religious Observance – 40
 Reports Concerning Court-Ordered Withholding – 64
 Reports to Texas Education Agency – 49
 Reporting Crime – 49
 Reporting Suspected Child Abuse – 48
 Resignations – 61

S

Safety & Security – 57
 Salaries, Wages, and Stipends – 22
 Scope and Sequence – 50
 Searches and Alcohol and Drug Testing – 16
 Section 125 Benefits (Cafeteria Plan) – 26
 Sexual Abuse and Maltreatment of Children – 49
 Sick Leave Pool – 32
 Staff Development – 21
 Subpoena Compliance - 40
 Standards of Conduct – 42
 State Sick Leave – 31
 Student Attendance – 66
 Student Conduct and Discipline – 66
 Student Issues – 64
 Student Records – 64
 Supplemental Insurance Benefits – 26

T

Teacher Retirement – 27
 Technology Resources – 50
 Temporary Disability Leave – 38
 Termination of Employment – 61
 Texas Educators' Code of Ethics – 43
 Time Tracking – 23
 Tobacco and E-Cigarette Use – 55
 Travel Expense Reimbursement – 26
 Truancy Court Appearances – 40

U

Unemployment Compensation Insurance - 27

V

Vacation – 31
 Visitors in the Workplace – 58

W

Workers' Compensation Benefits – 39
 Workers' Compensation Insurance – 27
 Workload and Work Schedules – 18