

Employee Handbook 2009-2010



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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 the Director of Human Resources, Daphne Long.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. The Brenham ISD Policy may be accessed at www.brenhamisd.net.

District Information

Description of the district

The Brenham Independent School District, established in 1875, enjoys a rich heritage of being among the first public schools opened in the state. Specifically, Brenham High School was the first public high school to be established in Texas.

Over the years, high standards have been developed and maintained. In 1915, the district was the first in Texas to receive accreditation by the Southern Association of Colleges and Secondary Schools. It has maintained that accreditation to the present. In addition, the district was the first to be accredited by the Texas Education Agency.

In providing quality education for pre-kindergarten through twelfth grade, the district strives to provide a variety of educational opportunities for its students in keeping with the progressive educational heritage established over one hundred years ago.

The district encompasses approximately 439 square miles and is located in historic Washington County. The district currently operates nine campuses and serves approximately 4,700 students. The district employs over 400 professional staff and over 260 paraprofessional and support staff members.

Mission Statement

The mission statement presented below was written by a committee composed of school and community representatives during a strategic planning workshop and is now represented in policy.

Brenham ISD
239901

Educational Philosophy/Mission Statement

AE (LOCAL)

The District, in partnership with its students, their families, and the community, shall develop the academic, vocational, and social abilities of all students so that they become responsible, knowledgeable, and productive citizens in an ever-changing world.

District Goals and Objectives

The following are the district goals that have been approved by the Brenham School Board of Trustees for the 2009-2010 school:

GOALS:

1. IMPROVE STUDENT ACHIEVEMENT
2. NURTURE AND DEVELOP TEACHERS AND OTHER EMPLOYEES
3. EARN AND MAINTAIN COMMUNITY TRUST AND SUPPORT
4. IMPROVE DISTRICT FACILITIES
5. MAINTAIN A SAFE AND SECURE ENVIRONMENT
6. MAINTAIN FISCAL RESPONSIBILITY

Board of Trustees

Please refer to the following relevant policies for specific information: BA, BB, BD, 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 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 law 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. Trustees are elected and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current board members are:

Mr. Lance Weatherby.....	President
Mr. Richard O'Malley.....	Vice-President
Mrs. Malisa Hampton.....	Secretary
Dr. Donald Draehn.....	Member
Mr. Melvin Ehlert, Jr.....	Member
Mr. Vance Hamilton.....	Member
Mr. Ray Weiss.....	Member

The board usually meets on the third Monday of each month at 6:00 p.m.; however, some adjustments have been made due to holidays and/or scheduling conflicts. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two hour notice. Meetings are usually held at the District Administration Building or Brenham High School.

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

Tentative Board Meeting Schedule for 2009-2010

August 3, 2009
August 17, 2009
September 21, 2009
October 19, 2009
November 16, 2009
December 14, 2009
January 19, 2010
February 15, 2010
March 22, 2010
April 19, 2010
May 17, 2010
June 21, 2010
July 19, 2010

Administration

District Administrators at Central Administration Building
711 Mansfield Street
Phone: 277-3700

Mr. Sam Bell Superintendent of Schools
Dr. Deanna Alfred Assistant Superintendent for Curriculum & Instruction
Mrs. Daphne Long..... Director of Human Resources
Mr. Jon Forsythe Director of Student Services
Mrs. Kathy Campbell..... Director of Special Education
Mrs. Kim Horne Director of Business and Finance
Mrs. Donna Kelling..... Instructional Services Coordinator

District Administrators at Brenham High School
525 A.H. Ehrig Drive
Phone: 277-3880

Mr. Glen West Athletic Director
Mr. Mike Sommerlatte Director of Career & Technology

District Administrators at the Tax Office Building
1301 Neibuhr Street

Mr. Willy Dilworth	Chief Appraiser & Tax Collector	Phone: 277-3740
Mrs. Diana Glenz	Director of Child Nutrition	Phone: 277-3750
Mr. Rod Leer	Director of Technology	Phone: 277-3760

Community Education Building 1301 S. Market Phone: 277-6533

District Administrator at 307 E. 6th St.

Mr. Tom Gore	Director of Facilities Services Energy Management	Phone: 277-3730
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Campus Administrators

Brenham Elementary School 277-3880	Mrs. Kim Rocka, Principal Mr. Steven Siemsglusz, Asst. Principal
Alton Elementary School 277-3870	Mr. Calvin Kossie, Principal Mrs. Kay Schulze, Asst. Principal
Krause Elementary School 277-6545	Mrs. Joy Nelson, Principal Mr. William Waddill, Asst. Principal
Brenham Middle School 277-3845	Mrs. Bonnie Brinkmeyer, Principal Mr. Larry Hughes, Asst. Principal Mrs. Peggy Still, Asst. Principal
Brenham Jr. High School 277-3830	Mr. Artis Edwards, Principal Mr. Richard Fletcher, Asst. Principal Mrs. Vicki Jaster, Asst. Principal
Brenham High School 277-3800	Mr. Steve Skrla, Principal Mr. Michael Watts, Assoc. Principal Mrs. Allison Collins, Asst. Principal Mr. Don Silvey, Asst. Principal Mr. Kirk Still, Asst. Principal
Brenham Alternative School 277-6537	Mr. Rick Bivins, Principal Mr. Monte Shields, Asst. Principal

Campus Hours*

Brenham High School	7:30 – 3:30
Brenham Alternative School	7:45 – 4:15
Brenham Jr. High School	7:15 – 4:30
Brenham Middle School	7:30 – 4:15
Krause Elementary School	7:20 – 4:00
Brenham Elementary School	7:15 – 4:00
Alton Elementary School	7:15 – 4:00

Employees need to obtain approval from the principal when leaving campus during the workday. Conducting personal business during school hours is a violation of policy when it results in neglect of duties. Be knowledgeable of “sign in & sign out” procedures on your campus and do not abuse them.

***Duty assignments may require early arrival or late departure**

Helpful Contacts

From time to time, employees have questions or concerns that require additional information that may not exist at the campus level. If those questions or concerns cannot be answered by principals, assistant principals, supervisors, or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

For questions relating to Title I and ESL contact Mrs. Donna Kelling at 277-3700

For questions relating to Curriculum and Instruction, GT, Migrant and Dyslexia contact Dr. Deanna Alfred at 277-3700.

For questions relating to Student Services, At-Risk and 504 contact Mr. Jon Forsythe at 277-3700.

For questions relating to General Curriculum contact Mrs. Donna Kelling at 277-3700.

For questions relating to Career and Technology contact Mr. Mike Sommerlatte at 277-3800.

For questions relating to Technology Administration and Applications including PEIMS and Textbooks contact Mr. Rod Leer at 277-3760.

For questions relating to Community Education contact Mrs. Susan Pritchard 277-6533.

For questions relating to the Business Department and Purchasing contact Mrs. Kim Horne at 277-3700.

For questions relating to Payroll call Mrs. Cheryl Joswiak at 277-3700.

For questions relating to Maintenance contact Mr. Tom Gore at 277-3730.

For questions relating to Special Education contact Mrs. Kathy Campbell at 277-3700.

For questions relating to Title IX, ADA, and student attendance contact Mr. Sam Bell at 277-3700.

For questions related to Personnel/Human Resources contact Mrs. Daphne Long at 277-3700.

For questions relating to Athletic Programs contact Mr. Glen West at 277-3800.

For questions relating to the Child Nutrition contact Mrs. Diana Glenz at 277-3750.

Employment

This portion of the Employee Handbook contains general references to Brenham ISD Policies for quick reading and information. Employees should refer to the District Policy online via the Internet. Other questions concerning District Policy may be directed to the campus principal or to appropriate individuals at the Central Administration Building. You may contact the Human Resources Office for a copy of any specific policy or policy question.

Equal Employment Opportunity Policies DAA, DIA

The Brenham Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact Daphne Long at the Human Resources Office at 277-3700.

Job Vacancy Announcements Policy DC

To the extent possible, announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building, campus offices, and on the district's Web site. A vacancy for a position that requires certification or licensing, except for a position that affects the safety and security of students as determined by the board, must be posted in specified locations for at least ten school days prior to filling the position.

An exception to the full ten-day requirement is permissible for a vacancy that occurs during the school year for a "teacher" (as defined by Education Code 21.201---, "superintendent, principal, supervisor, classroom teacher, counselor, or other full-time professional employee who is required to hold a certificate").

Current employees must be given a "reasonable opportunity" to apply for the position. District employees that are interested in a particular vacancy should contact the Human Resources Director in writing.

Employment after Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542- 6400. Information is also available on the TRS Web Site (www.trs.state.tx.us). Employees may also call Gloria Stoddard at Central Office for assistance at 277-3700.

Incentive Pay to Professional Staff

State law requires that the district notify professional staff of incentive pay. Under Chapter 21, a district must inform professional staff if there is an incentive payment under an awards program. BISD does reward professional staff members on campuses that receive recognized status, exemplary status or National Blue Ribbon School status. The monetary amount is \$350.00 per professional staff and is awarded the year after said recognition is established from the state. In the future, this will be stated in contracts. The money will only be paid to professional employees that return to the district the next school year.

Contract and Noncontract Employment *Policies DC, DCA, DCB, DCD, DCE*

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. Brenham ISD uses term contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary contracts. Nurses and full-time, professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by a 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 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 and continuing contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term or continuing contracts after they have successfully completed the probationary period. Campus principals and central office administrators are employed under two-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. Each employee will receive a copy of their contract.

Noncertified professional and administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are 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.

Contract hold. Any employee that does not have the appropriate credentials for their teaching assignment, **must** at the earliest possible time, obtain the necessary credentials. If the employee does not have the appropriate credentials when contracts are issued, their name will go on the "Contract Hold" list. At the end of the current school year (end of school-May), if the employee still does not have the appropriate credentials, they will no longer be employed by Brenham ISD.

No Child Left Behind (NCLB)

The No Child Left Behind (NCLB) Act of 2001 stipulates qualification requirements for Title I, Part A paraprofessionals with instructional support duties. Statute requires Title I, Part A paraprofessionals hired after January 8, 2002, and who work in a Title I, Part A programs to:

1. complete at least two years of study at an institution of higher education **or**
2. obtain an Associate of Arts (AA) or higher degree **or**
3. meet a rigorous standard of quality where they can demonstrate their knowledge of, and the ability to assist in instructing reading, writing, and mathematics, **or** demonstrate knowledge of, and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness through a formal state or local academic assessment.

Title I, Part A Paraprofessionals hired on or before January 8, 2002, must meet these requirements by January 8, 2006.

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.

Searches Policy DHE

Non-investigatory searches in the workplace, including accessing an employee's desk, computer, 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, work areas, including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business.

Alcohol and drug testing

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Daphne Long in the Human Resources Office at (979)277-3700.

First Aid, CPR, and AED Certification Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to Bev Klingsporn, Brenham ISD Wellness Coordinator, prior to the beginning of school.

Reassignments and Transfers Policy DK

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

An employee with the required qualifications for a position 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 school year begins must submit his or her request by June 1st. 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. All transfer requests will be coordinated by the Human Resources Office and must be approved by the receiving supervisor. A request for transfer means that the requesting employee will be considered for the vacant position along with any other applicants that may be available for the position and does not mean that the employee will be automatically transferred.

Workload and Work Schedules Policies DEA, 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 required days of service 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 will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. ***Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Such approval must be given by the supervisor each time a paraprofessional or auxiliary employee works beyond their assigned duty time. Working overtime without approval of the immediate supervisor is not acceptable.***

Length of Employment

Each employee is assigned a specific number of working days. Contractual employees work on a ten, eleven or twelve month basis. Non-exempt hourly workers are assigned a specific number of workdays based on the needs of the position. The following is the official calendar of beginning and ending dates for the 2009-2010 school year.

<u>Working Days</u>	<u>Starting Date</u>	<u>Ending Date</u>
187	August 13, 2009	May 28, 2010
197	July 30, 2009	May 28, 2010
197 C/T Co-Op	August 6, 2009	June 7, 2010
202	August 3, 2009	June 9, 2010
207	August 3, 2009	June 16, 2010
215	July 27, 2009	June 21, 2010
217	July 23, 2009	June 21, 2010
226	July 1, 2009**	June 30, 2010
261	September 1, 2009	August 31, 2010

Should any adjustment be necessary for an employee's work schedule, arrangements must be made with the employee's immediate supervisor.

Twelve month 226- day personnel should note that no more than five consecutive days of vacation can be taken during the summer months (May 1st to September 1st) without written approval from the employee's immediate supervisor. For the 2009-2010 school year, 226-day personnel will earn 13 vacation days.

**Due to the four 10-hour summer work days for the 226-day personnel and July 4th falling on a Sunday, the July 4th holiday will be observed on Monday, July 5th. All campuses will be closed Monday, July 5th.

Notification to Parents Regarding Qualifications Policies DK, DBA

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon written request.

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Employees who have questions about their certification status may call Daphne Long, Director of Human Resources at 277-3700.

Outside employment and tutoring Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest. An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

Performance evaluation Policies DN, DNA, DNB

Evaluation of an employee's job performance is to be a continual 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. The formal appraisal process may be done less than annually if and only if the teacher signs a waiver given to them by their direct supervisor. 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, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Employee involvement Policies BQA, BQB

At both the campus and district levels, Brenham 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 Central Administration 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.

Compensation and Benefits

Salaries, wages, and stipends Policy DEA, DEAA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime for each hour worked beyond 40 in a workweek. **(See *Overtime* in this handbook.)**

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

Employees should contact Kim Horne, Director of Business and Finance, at 277-3700 for more information about the district's pay schedule or their own pay.

Annualized Compensation Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All Brenham ISD Employees are paid monthly. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed or may be picked up in person in the Payroll Office.

An employee's payroll statement contains detailed information including deductions, withholding

information, and the amount of leave accumulated. Employees are paid on the 25th of each month or on the last working day preceding the 25th if the 25th falls on a holiday or weekend.

Automatic Payroll Deposit

The district offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into a designated account at the bank of their choice. Notification by the first of each month is necessary to activate this service. Contact the Payroll Office for more information about the automatic payroll deposit service.

Payroll deductions Policy CFEA

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

- Texas Teacher Retirement System of Texas (TRS)
- Federal income tax
- Medicare tax applicable only to employees hired after March 31, 1986.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and credit union deposits through the Brazos Valley Schools Credit Union. Employees may also request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and some 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.**

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. Employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday. Employees may be compensated for overtime with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 40 hours of comp time.
- Comp time shall be used within the duty year in which it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).

Travel expense reimbursement Policy DEE

Employees of the District shall be reimbursed for travel expenses outside the District incurred while performing duties related to their jobs, when such travel is at the request of the employee's immediate supervisor and is approved by the Superintendent. Prior approval for all travel shall be obtained before any travel expenses are incurred.

Reimbursement for travel shall be based on the means of travel that is the most economically advantageous to the District. When a District-owned car or van is available for out-of District travel, employees shall arrange to use the District-owned vehicle.

Reasonable hotel or motel lodging expenses shall be reimbursed by the District. A receipt shall be submitted with the request for reimbursement. Use of an employee's personal vehicle for required travel shall be reimbursed according to the current schedule adopted by the Board and subject to IRS regulations. The District shall reimburse employees for meals on a per diem basis according to the current schedule adopted by the Board and subject to IRS regulations.

Non-overnight meal reimbursement that is classified as a **Business Occasion/Meeting** will be reimbursed as in the past through Accounts Payable. Employees requesting this reimbursement **MUST DOCUMENT THE NAMES OF THE OTHER PERSONS ATTENDING THE BUSINESS MEETING ON THE TRAVEL VOUCHER.**

If the non-overnight meal is **not classified** as a Business Meeting, it will be reimbursed through payroll, which will require all regular payroll deductions to apply. Employees should make note that the deadline for payroll is 10 business days before Payday. Any meal reimbursement request received after the 10-day deadline will be applied to the next month's payroll.

For any authorized expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

The District will not pay for any out of state travel unless approved by the Board of Trustees.

Meal Reimbursement Schedule

Breakfast	Yes, if depart before 6:30 a.m.
Lunch	Yes, if depart before 11:00 a.m. Or Returning after 2:00 p.m.
Dinner	Yes, if departing before 4:00 p.m. Or Returning after 7:00 p.m.

Health, dental, and life insurance Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school 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 employees

who are active, contributing TRS members

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1st through August 31st. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage during August or after a qualifying event (marriage, divorce, birth or adoption of a child, death of child or spouse, change in spouse's employment status, change of employee's employment status). Employees should contact the Payroll Office for more information.

At this time, the district will pay the life insurance premium for all full-time employees. The death benefit will be the employee's annual salary, unless there is a reduction in benefits due to age. An accidental death benefit will also be included.

Detailed descriptions of insurance coverage, prices, and eligibility requirements are available from the Payroll Office.

The insurance plan year is from September 1st through August 31st. An employee may choose to buy the insurance during this period by paying out-of-pocket. Insurance coverage would begin the first day of employment or the month following the first day of work.

Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Cheryl Joswiak at 277-3700 for more information.

Supplemental insurance benefits Policy CRD

At their own expense, employees can enroll in supplemental insurance programs for cancer insurance, term life insurance, disability insurance, and dental insurance. Premiums for these programs can be paid by payroll deduction. Employees should contact the Payroll Office for more information.

Cafeteria plan benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

Deferred compensation Policy CFEA

The District, either alone or by contract with other political subdivisions, may create and administer a deferred compensation plan, the federal income tax treatment of which is governed by Section 457 of the Internal Revenue Code of 1986, for its employees and may assess a fee on each participating employee for administering the plan. The organization and

implementation of such a deferred compensation plan shall be in accordance with Chapter 609, Subchapter B, Government Code. Gov't Code, Ch. 609.

Annuities Policy CRG

The Board may enter into a salary reduction agreement with an employee only if the qualified investment product is an eligible qualified investment. Art. 6228a-5, Sec.5, V.A.T.S. "Eligible qualified investment" means a qualified investment product offered by a company that **is certified to TRS** under V.A.T.S. Article 6228a-5, Section 5; or is eligible to certify to TRS under V.A.T.S. Article 6228a-5, Section 8. "Qualified investment product" means an annuity or investment that: meets the requirements of Section 403(b), Internal Revenue Code of 1986, and its subsequent amendments; complies with applicable federal insurance and securities laws and regulations; and complies with applicable state insurance and securities laws and rules.

"Salary reduction agreement" means an agreement between the District and an employee to reduce the employee's salary for the purpose of making direct contributions to or purchases of a qualified investment product. Art. 6228a-5, Sec. 4 (3), (5), (7), V.A.T.S. An employee is entitled to designate any agent, broker, or company through which a qualified investment product may be purchased or contributions may be made.

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 Deep East Texas effective September 1, 2001. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

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

Unemployment compensation insurance Policy CRF

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

Teacher retirement Policy DEG

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

Employees who plan to retire under TRS should notify their immediate supervisor, the Human Resources Office, and the Payroll Office as soon as possible. Information on the application procedures for TRS

benefits is available in the Payroll Office. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Other benefit programs Policy DEC

- Children of nonresident full-time employees may attend District schools tuition-free.
- District employees shall be admitted free to school sponsored events.
- Sick Leave Bank program (DEC Local)
- Employee Wellness Program

Leaves and absences Policy DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than **FIVE CONSECUTIVE WORKING DAYS** should call Daphne Long at 277-3706 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district

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

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent **more than five consecutive days** because of a personal or family illness must submit medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in the case of personal illness—the employee’s fitness to return to work.

An employee absent more than five consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member’s illness. (Policy DEC LOCAL)

Personal and local sick leave is earned at the rate of one half a workday for each 18 workdays of employment to a maximum of 5 local and 5 state personal. Leave is available for the employee’s use at the beginning of the school year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

Personal leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one half a workday for each 18 workdays of employment. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary. Leave that is 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 advanced planning. Nondiscretionary leave will be granted to employees in the same manner as state sick leave.

Discretionary. Leave that is taken at an employee's discretion and 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 five school days in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first-serve basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary personal leave be subject to the following limitations:

- **Discretionary leave may not last more than three consecutive work days**, except in extenuating circumstances as determined by the campus administrator with special approval for extenuating circumstances.
- **Discretionary leave may not be taken on the following key days: discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end of semester or end of year exams, days scheduled for state or District designated testing, or professional or staff development days.**
- Discretionary leave shall be granted as long as it does not conflict with the needs of the instructional program or planned activities.

Sick leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

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

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

Local leave

All employees shall earn an additional five equivalent workdays of local sick leave per school year, concurrently with state leave. First year employees will donate two of their local days to the sick leave bank. Local sick leave shall accumulate with no limitation of days and shall be taken with no loss of pay.

Senate Bill 1669 of the 78th Legislative Session provides employees with the right to use available local sick leave or personal leave when called to active military service.

Recording use of leave

If a person wants to take a personal day, it will be deducted from their personal leave days. At the same time if a person is sick, the days will be deducted in the following order:

1. All sick leave bank days
2. All local leave days
3. All state personal leave days

This will allow employees to utilize their state personal leave days and their sick leave days as needed.

Temporary disability

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, the principal or immediate supervisor 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. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and medical leave

Eligibility Requirements. Employees are eligible for Family Medical Leave (FMLA) if they have worked for a covered employer for at least one year, for 1250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles. Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1st through June 30th.

Employer Responsibilities. Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the

amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

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

Basic Leave Entitlement. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military service family leave Eligible employees with a spouse, son, daughter, parent or next of kin on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of paid leave Family and medical leave 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 family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently. Accumulated leave will be used as family and medical leave, except in the case of employees who are receiving workers' compensation wage benefits.

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Combined leave for spouses. A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of FMLA leave to care for a parent with a serious health condition; 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, 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. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Request of FMLA When the need for family and medical leave is foreseeable, employees must provide 30-days advance notice to the district. When the need for leave is not foreseeable, employees must contact their principal or immediate supervisor as soon as possible. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include:

- Medical certification from a qualified health care provider that the employee is unable to perform job functions, supporting the need for leave due to a serious health condition affecting the employee
- The family member is unable to perform daily activities
- The need for hospitalization of continuing treatment by a health care provider
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work
- Certification of the need for family military leave

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave

was previously taken or certified. Employees requiring family and medical leave should contact the Payroll Office or Human Resources Office for details on eligibility, requirements, and limitations.

Workers' compensation benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

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

Assault leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

Bereavement leave

Approved leave for death in the immediate family shall not be for more than five workdays for each occurrence, subject to the approval of the District.

Jury duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and any compensation they receive.

Other court appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees may be required to submit documentation of their need for leave for court appearances.

Military leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas

State Guard, or reserve component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1-September 30). 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 state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Human Resources Department within 90 days of discharge or separation.

Continuation of health insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Payroll Office for details on eligibility, requirements, and limitations.

Vacation

Paid Vacation is awarded only to employees in the Manual Trades (MT) Pay Grade, which includes 260-day Maintenance workers.

Employees classified as Professional, Clerical-Technical or Temporary **ARE NOT AWARDED PAID VACATION**, only unpaid time off (unpaid vacation). Unpaid vacation is determined by each employee's length of employment and is subject to the approval of the employee's supervisor. *Length of employment is listed earlier in this handbook.*

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 Central Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include but are not limited to: The BISD Focus, which is included periodically in the Brenham Banner Press, and the insert in the Banner Press.

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, who

report a grievance are permitted to make an audio recording of any meeting or proceeding at which the substance of a grievance that complies with the policy is investigated or discussed. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance 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 Policy DGBA.

Employee conduct and welfare

Standards of conduct Policy DH, FNC

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district procedures and policies.
- 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 for professional educators. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. The Code of Ethics and Standard Practices for Texas Educators, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

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. 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.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

Standard 1.2 The educator shall not knowingly 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 to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, 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 applicable 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.

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, sex, disability, or family status.

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 under this chapter.

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 knowingly treat a student in a manner that adversely affects

the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Discrimination, Harassment and Retaliation Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees 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.

Employees 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 employee shall report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment and retaliation is found in policy DIA (Local). If there is ever a question of discrimination, harassment or retaliation contact, Daphne Long, Director of Human Resources, immediately.

Harassment of Students Policies DF, DH, FFG, FFH

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. All allegations of prohibited harassment of a student or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment. For further information about harassment that includes definitions and procedures for reporting and investigating harassment of students are printed in Policy DF (Legal) and FFH (Local). If you have questions you may contact the Director of Human Resources, Daphne Long, at (979) 277-3706.

Alcohol- drug-abuse prevention Policies DH, DI

Brenham 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. Refer to the district's policy on drug abuse and drug-free schools in the Policy under DH Local and DI Exhibit.

Drug-free school requirements Policy DI

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement official for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. (This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201])

Reporting suspected child abuse Policy DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (CPS 1-800-252-5400). State law specifies that an employee may not delegate to or rely on another person 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 retaliating against an employee 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 report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics and Standard Practices for Texas Educators.

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 agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. 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.

Fraud and financial impropriety Policy CAA

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

includes the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of interest Policies BBFA, DBD

Employees are required to disclose to their supervisor 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

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 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.

Associations and political activities Policy DGA

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

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

Use of district resources, including work time, for political activities is prohibited.

Safety Policy CK

The district has developed and promotes a comprehensive program to ensure the safety of its

employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirements:

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

Employees with questions or concerns relating to safety programs and issues can contact the Director of Facilities Services (Tom Gore) and the Director of Student Services (Jon Forsythe).

Tobacco use Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. 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 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.

Criminal history background checks Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions Policy DH

An employee 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, any offense involving moral turpitude, 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 of 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

- Drug-or alcohol-related offenses
- Acts constituting abuse or neglect under the Texas Family Code

Possession of firearms and weapons Policies FNCG, GKA

Employees, visitors, and students 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. 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 supervisors or call the campus principal or principal’s office immediately.

Visitors in the workplace Policy GKC

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

Copyrighted materials Policy EFE

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

Computer use and data management Policy CQ

The district’s electronic communications systems, including its network access to the Internet, is primarily for administrative and instructional purposes only. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district’s computer or network resources
- Has no adverse effect on job performance or on a student’s academic performance

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

Employees who are authorized to use the systems are required to abide by the provisions of the district’s communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Technology.

Use of Personal Technology Equipment

Personal Computers-Personally owned computers are prohibited from use within the Brenham ISD. This includes desktop computers, laptops, and/or any computing device capable of accessing the District network.

Personal Printers—Personally owned printers are discouraged. If a staff member uses a personal printer in a Brenham ISD facility it must not be connected to the network. The printer will not be supported by District personnel, and District funds will not be used to purchase supplies for the printer.

Other Equipment---Other personally owned equipment, such as network hubs, switches, routers, and wireless access points, are prohibited from use within the Brenham ISD.

Vendors, Technicians, Consultants, Other Guests---Any individual doing business with Brenham ISD who requires access to the District network must receive authorization from the Director of Information Technology. It is highly recommended that District personnel doing business with these individuals contact the Information Technology Department at least 24 hours before access is required.

Film and Video Use Policy EFA

Videos should be used for the support of the instructional program. A video should enhance the curriculum unit being taught. If the video is to be used as an incentive or reward, its use shall be cleared with the campus principal.

Films or tapes obtained from sources other than the district media resources should be screened in advance by the teacher and/or designated grade-level or departmental chairperson to assure compatibility with instructional purposes and this policy.

Only films that have been rated "G" by the Motion Picture Association may be used without parental consent. Films rated PG and PG-13 may be shown only if parents give approval after being provided a statement of purpose for viewing the film and the reason for the PG or PG-13 rating. Based on the parent response, the principal will determine whether or not the film will be shown. Alternative instructional arrangements designed to provide the needed information shall be made for students whose parents have requested their student(s) not view the film.

No film that depicts nude or semi-nude figures, obscene language, sexually suggestive material, excessive violence, drug use, inappropriate language, material designed solely to frighten or scare, or gang-related inflammatory content shall be shown. Films with ratings of R, NC-17, or X are prohibited and shall not be shown in the District or in connection with any school-related activity.

Student Travel Policy FMG

Travel for students of the District may be approved when the educational experiences and value to the District's programs have been established and are in accordance with the District's philosophy of appropriateness for various grade levels and type of activity.

Summer trips planned by school-sponsored clubs and organizations require approval as outlined in this policy.

In-state travel that is conducted as a regular part of school programs, such as educational trips and competitive events, is considered part of the regular school function and may be organized and approved by campus administrators.

Other travel may be considered according to the school group, grade level, and type of activity. Students may take school-sponsored overnight trips for the following purposes:

1. Instructional purposes (field trips and excursions).

2. Activities of school-sponsored clubs or organizations.
3. UIL competitions.

For high school students, approval for the trip shall be from the principal and based upon evaluation of a written request from the sponsor that contains the following information:

1. Necessity of an overnight stay.
2. Trip itinerary.
3. Supervision/sponsor arrangements.
4. Housing and transportation arrangements.
5. Funds required of the District and/or the student.
6. Proposed fund-raising activities, including anticipated revenue.
7. Parent information packet.

Overnight trips for UIL athletic competitions may be approved by the athletic director after conferring with the appropriate campus principal.

Overnight trips for elementary students may be permitted only under special circumstances and shall require approval of the Superintendent.

Students may be permitted to take out-of-state school-sponsored trips for instructional purposes (field trips and excursions) and activities of school-sponsored clubs or organizations. Approval of these trips shall be from the Board.

Out-of-state and overnight trips requiring the approval of the Board or Superintendent shall be submitted prior to designated funds solicitation, reservations being made, or public announcements of the trip.

Donations to provide chartered transportation for students shall require approval of the Superintendent. Under no circumstance shall school employees or representatives from booster club programs or individuals rent, lease, or charter transportation and equipment without prior approval of the Superintendent or designee.

Asbestos management plan Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the offices of the Facility Services Department located at 307 East 6th Street and is available for inspection during normal business hours. A copy of the Asbestos Management Plan pertaining to each campus is on file in the Principal's Office.

Pest control treatment Policy DI, CLB

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the front entrance to each building. Pest control information sheets are available from campus principals or facility managers upon request. The schools periodically apply pesticides. Information concerning these applications may be obtained from the Director of Facility Services/Energy Management at 277-3730.

General procedures

Bad weather closing

The district may close schools because of bad weather or 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 or to release students early, the following radio and television stations will be notified by school officials:

- KTTX-KWHI 1280 AM
- KTBX Channel 3 Bryan
- KLite/Lone Star
- WTAW (Bryan)

Emergencies Policy CKC

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

Purchasing procedures Policy CHA

All requests for purchases must be submitted to the Business Office on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Purchasing Agent in the Business Office at 277-3700 for additional information on purchasing procedures.

Name and address changes

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

Personnel records and directory information Policy GBA

Each year the District publishes a directory list of all employees that includes the name, position, address, and phone number of each District employee. Employees who want this information withheld from publication outside the district **must** complete a withhold personal information form and submit that form to the Human Resources Office **no later than Friday, August 28th**. Most district records including personnel records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to or have the following information included in a staff directory by submitting a written request to the Human Resources

Office:

- Address
- Phone Number
- Social Security Number
- Information that reveals whether they have family members

Employees who are new or terminating their employment with Brenham ISD have 14 days after employment or termination to submit a request for withholding information. If the Human Resources Department does not have the withhold information by the 14th day of employment or termination, personal information will be released to the public.

Community Relations: Use of School Facilities Policies DGA, GKD

With the exception of the 2,500-seat auditorium on the high school campus, the board permits public use of school facilities when such use does not conflict with school use. Approval to use the high school auditorium shall be given only by the Superintendent or designee. The authority to approve use of school facilities by school organizations and civic groups is delegated to the school principal. Use by groups other than school organizations, civic groups and use for private profit must be approved by the Superintendent or designee.

Employees who wish to use district facilities after school hours must follow established procedures. Employees should contact the school Principal or Superintendent to request to use school facilities and to obtain information on the fees charged.

Employment Verification Procedures

The District will only verify dates of employment, job assignments, and full or part-time status.

Termination of Employment

Resignations Policy DFE

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 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 designee. 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 superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*.

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

Dismissal or nonrenewal of contract employees Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary, term, and continuing contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies. 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 time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees in the On Line Policy available on the Brenham ISD website.

Dismissal of noncontract employees Policy DCD

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, religion, sex, national origin, disability, military status, 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.

Exit interviews and procedures Policy DC

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on their employment experience.

All district keys, books, laptops, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any items not returned from the final paycheck.

Reports to the State Board for Educator Certification Policy DF

The dismissal or resignation of a certified employee will be reported to the State Board for Educator Certification (SBEC) when the superintendent first learns about an alleged incident of conduct that involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance.
- The illegal transfer, appropriation, or expenditure of school property or funds.
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position.
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures.
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor.

Reports concerning court-ordered withholding

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

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

Student Issues

Equal educational opportunities Policies FB, FFH

The Brenham Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing educational services, activities, and programs, including vocational 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 concern about discrimination of students on the basis of race, color, religion, gender, or national origin should be directed to the superintendent of schools or the district's Title IX Coordinator, Mrs. Daphne Long.

Questions or concerns about discrimination on the basis of disability should be directed to the Director of Special Education, Mrs. Kathy Campbell.

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 (if 18 or older or emancipated by a court)
- School officials with legitimate educational interests

School officials have a "legitimate educational interest" in a student's records when:

- creating an individual education plan for a student with disabilities
- compiling statistical data
- investigating or evaluating programs
- they are working with the student
- considering disciplinary or academic actions

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are shared only with a substitute teacher.

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 teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved 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.

Complaints regarding certain topics are addressed by specific policies that modify this complaint process or require an alternative process:

1. Discrimination on the basis of gender: FB
2. Sexual abuse or sexual harassment of a student: FNCJ(LOCAL)
3. Loss of credit on the basis of attendance: FDD
4. Teacher removal of a student for disciplinary reasons: FOAA
5. Removal of a student to a disciplinary alternative education program: FOAB
6. Expulsion of a student: FOD
7. Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504: FB
8. Identification, evaluation, or educational placement of a student with a disability within the scope of IDEA: EHBA and the parents' rights handbook provided to parents of all students referred to special education
9. Instructional materials: EFA
10. On-campus distribution of nonschool materials to students: FMA

Administering medication to students Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the day must:

1. Bring a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
2. When administering prescription medication, the medication must be in the original container and to be properly labeled.

Contact the school nurse or principal for specific procedures to be followed on your campus when administering medication to students. Each campus will have a procedure designed to control administering and storing of medications. Employees should use discretion when discussing any student's medication as it is confidential information and unauthorized communication can be construed as a violation of FERPA.

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 discipline Policies in the FN and FO series

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

Student Attendance Policy FEB

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

Bullying Policy FFI

All employees are required to report student complaints of bullying to the campus administration. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is found online at the Brenham webpage under Brenham Board Policy FFI (Local).

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 discipline person.

Other Policies of Interest

While the law does not require distribution of the key policies and administrative procedures listed below, the information in these policy codes may assist you from time to time. The following policy codes may not be specifically discussed in this handbook, but are listed below as a reference for your use.

Policy Code	Topic
EIA	Grading standards and grade reporting
EIE	Promoting and retaining students
FFAD	Excluding students with communicable diseases
FNA	Student Expression
FNAA	Distribution of non-school literature
FNAB	Use of school facilities for non-school purposes
CQ (series)	District computers and electronic communications
DMD	Attendance at professional meetings on school time
DEE	Expense reimbursement
DFAC	Return to probationary status
DFF	Reduction in force (RIF)

Employee Handbook Receipt

2009-2010

Name _____
(Print Name)

Campus/department _____

I hereby acknowledge that I may access the Brenham ISD Employee Handbook on-line at www.brenhamisd.net. I am also aware that a hard copy of the BISD Employee Handbook is available to view at the campus front office. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

I hereby acknowledge that if I would prefer a hard copy of the Employee Handbook, I must make a request, in writing, to the Human Resources Department.

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

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

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

If I have a standard certificate in any area, I understand that it is my responsibility to obtain the required hours. If I am a teacher, the number of hours will be 150 from the date my certificate was issued. If I am an administrator, the number of hours will be 200 from the date my certificate was issued. It is also my responsibility to submit to the State Board for Educator Certification (SBEC) an affidavit before the five-year expiration stating completion of the required hours and apply for renewal of my certificate.

Signature _____

Date _____

Note: Please sign and date this receipt form and return it to your campus secretary before September 25, 2009.

