

# District Employee Handbook

August 2018

# Purpose for the Handbook

- Guide for ALL employees on standards of expectation
- Board Policy governs
- Not all policies and procedures are included
- Not a contract or substitute for official district policy
- Copy to each campus and will be available online  
[www.laredoisd.org](http://www.laredoisd.org)

# Procedures

- All employees are responsible for reading the handbook, knowing how to access it and adhering to the policies.
- All employees are expected to acknowledge the Employee Handbook after receiving the training and accessing the presentation online.
- If there is a question on the handbook, policy or guideline ASK before you ACT.

# Recent Changes/Additions to handbook

- All arrests/convictions should be reported to Human Resources for possible disciplinary action
- Any outside employment should be reported in writing in the proper form
- Designated Disabled Parking Spaces should be respected by all employees at all times
- Employees are advised that any required trainings designated by HR are considered mandatory

# Additional changes and additions to handbook

- Time Clock Usage
  - All employees are required to use the time clock (with the exception of Superintendent's cabinet, Principals and teachers); itinerant staff or staff conducting district business away from their designated work location are also required to use the time clock to register their visits to the various locations.
- 504 Accommodations and Procedures
  - Employees seeking accommodations are advised that there is an interactive process.
- Post Accident Drug Testing
  - Employees having an accident while conducting district business are subject to post accident drug testing procedures.
- Reporting allegations of child abuse and neglect
  - All child abuse and neglect cases reported on campus must be reported to the HR Department by the campus administrator immediately.
- Medical Release
  - Any employee who sought medical care at an emergency room, was hospitalized either for inpatient or outpatient procedure must submit a medical certification from a qualified health care provider indicating the employee's fitness to return to work.

# Employment

- Job Vacancies- must apply online [www.laredoisd.org](http://www.laredoisd.org)

All positions have a closing date and time by default that is 5:00 p.m.

# Searches and Alcohol/Drug Testing

- Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets or work area to obtain information needed for usual business purposes may occur when an employee is unavailable.
- No legitimate expectation of privacy in those places.
- If reasonable cause, the district may search the employee, the employee's personal items and work areas, including district owned computers, i-pads, cellphones. Alcohol and drug testing will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct.
- Testing may be conducted following accidents. Return to duty and follow-up testing will be conducted if an employee has violated the prohibited alcohol conduct standards.

# Employee conduct and welfare

- Know the Standards of Conduct (DH Legal)
  - **Recognize and Respect** the rights of students, parents, other employees and community members
  - **Maintain confidentiality** in ALL matters relating to students and co-workers.
  - **Report to work** according to assigned schedule (DAILY AND ON-TIME).
  - **Communicate** with supervisors- absences, concerns, plans,
  - **Comply** with District, department and school policies and procedures.
  - **Express** concerns, complaints or criticism through appropriate channels.
  - **Observe ALL** safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately
  - **USE** district time, funds, and property for authorized district business and activities only



# Employee conduct and welfare Cont.

- The Educators' Code of Ethics adopted by State Board for Certification, that **all** district employees must adhere to.
  - **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.... ”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.”**
    - Professional Standard 1- Professional Ethical Conduct, Practices, and Performance
    - Professional Standard 2 – Ethical Conduct toward Professional Colleagues
    - Professional Standard 3 – Ethical Conduct toward Students

# Employee Ethics

- Ethical conduct requires more than simply complying with the laws, rules, and regulations. It is the personal integrity of each and every one of us.
- Ethical behavior includes obeying all applicable laws and regulations: working safely, keeping accurate and complete records, promoting a positive work environment free of discrimination and harassment, and proper use of district's assets.
- The District must rely upon its employees' good faith, good judgement, and high moral standards.

# Employee Ethics (cont)

- Employees shall not knowingly engage in :
  - \*Deceptive practices regarding policies
  - \*Misappropriate, divert, use of monies/property for personal gain or advantage.
  - \*Accepting gifts or favors
  - \*Falsifying records
  - \*Make false statements about colleague/school

# Dress Code

- Employees must adhere to the dress and grooming standards at all times even when assigned other duties such as testing, trainings, ISS, etc.
- Cleanliness and Neatness
- Undergarments must not be visible
- Blouses and shirts must have sleeves and must cover the midriff and lower back.
- No halters, bare backs, tank tops, spaghetti straps, muscle shirts, see-through garments, shorts, or leggings.
- Denim only on days designated by principal or supervisor.
- Tattoos must be covered at all times.
- No spandex material clothing permitted.
- Shoes/Sandals with out a back strap, flip flops, heels over 4 inches, shower shoes and house shoes are not permitted

# Discrimination, Harassment, and Retaliation

- Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, students teachers or students.
- Substantial charges of harassment can result in termination of employment.
- Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability or any other basis prohibited by law when the conduct is so severe, persistent or pervasive that the conduct:
  - Has the purpose or effect of unreasonably interfering with the employee's work performance;
  - Creates and intimidating, threatening, hostile, or offensive work environment; or
  - Otherwise adversely affects the employee's performance, environment or employment opportunities.

# Discrimination, Harassment, and Retaliation Cont.

- Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:
  - Submission to the conduct is either explicitly or implicitly a condition of an employee's employment or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
  - The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.
- **Examples: sexual advances, touching intimate body parts, coercing or forcing a sexual act on another, jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or conduct.**

# Discrimination, Harassment, and Retaliation Cont.

- The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment.
- The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation.
- An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts.
- May report to supervisor and/or to the District Title IX Coordinator, ADA/Section 504 Coordinator (Edna Garza ext. 1022) and Superintendent.

# Sexual Harassment

- Board policy states that sexual harassment between student and staff will include “welcome or unwelcome advances”
- Even if a student may appear to welcome an employee’s flirting or overtures of romantic interest, the employee’s acts are still sexual harassment and prohibited by policy.



# Sexual Harassment

## Different Forms of Sexual Harassment

### Verbal

Offensive jokes  
Treats or insults  
Propositions  
Offensive Comments  
Pressure for Dates

### Non-Verbal

Gestures/Looks  
Staring  
Posters  
Drawings  
Cartoons

### Physical

Pinching  
Touching  
Hugging  
Kissing  
Grabbing

# Sexual Harassment

- Students and staff are required to report all known or suspected instances of harassment or abuse to the appropriate district administrator.

Title IX Coordinator, **Edna Garza at Human Resources**, is the person to contact if an employee believes he/she is being sexually harassed.

# Electronic Media

- Personal Use of Electronic Media
  - Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail, Web logs, wikis, electronic forums, video sharing Web sites, editorial comments posted on the Internet, and social network sites.
  - As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees.
  - The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures and videos to **breaks, meal times and before and after scheduled work hours**, unless there is an emergency.
  - Employees are not allowed to record any conversations with any electronic media without the consent of the parties involved.

# Electronic Media with Students

- A certified or licensed employee or any other employee designated in writing by the Superintendent or campus principal, may communicate through electronic media with students who are currently enrolled in the district.
- There are specific protocols that employees are to adhere to if there is a need to communicate with students (special programs-UIL, Athletics, Clubs, etc.) (See pages 66-68)

# Reassignments and Transfers

- All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the district.
- Extracurricular or supplemental duty assignments may be reassigned or removed at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

# Work loads and schedules

- Work week Sunday 12:00 am to Saturday 11:59 pm
- Each work week stands alone
- Schedules are based on campus needs not individual needs
- All employees\* should use the time clock to record their hours of work
  - Time In Button/Time Out Button must be used
  - Edits should be minimal
  - It is the employee's responsibility to check their time card and tell the time clock manager of any errors

\*Exempt are Superintendent's Cabinet, Principals and Classroom Teachers

# Outside employment

- Employees are required to disclose in writing to their immediate supervisor any outside employment

# Performance evaluations

- Evaluation of an employee's job performance is a continuous process that focuses on professional growth.
- Performance evaluation is based on an employee's assigned job duties and other job-related criteria.
- All employees will be evaluated at least annually.
- Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.



# Salaries, wages and stipends

- Raises are subject to board approval.
- Extra duty is not guaranteed it is based on district needs.

# Pay days

Payroll Month	Pay Period	Payroll Deadline	Pay Date
August 2018	6/17/2018 to 07/21/2018	August 1, 2018	August 20, 2018
September 2018	07/22/2018 to 08/31/2018	September 4, 2018	September 20, 2018
October 2018	09/02/2018 to 09/22/2018	October 1, 2018	October 18, 2018
November 2018	09/23/2018 to 10/20/2018	November 1, 2018	November 15, 2018
December 2018	10/21/2018 to 11/17/2018	December 3, 2018	December 17, 2018
January 2019	11/18/2018 to 12/15/2018	January 7, 2019	January 17, 2019
February 2019	12/16/2018 to 01/19/2019	February 1, 2019	February 20, 2019
March 2019	01/20/2019 to 02/09/2019	February 21, 2019	March 20, 2019
April 2019	2/10/2019 to 03/16/2019	April 1, 2019	April 18, 2019
May 2019	03/17/2019 to 04/20/2019	May 1, 2019	May 20, 2019
June 2019	04/21/2019 to 05/25/2019	June 3, 2019	June 20, 2019
July 2019	05/26/2019 to 06/15/2019	June 19, 2019	July 18, 2019

• Sign up for Direct Deposit!

# Payroll deductions

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

- Teacher Retirement System of Texas (TRS) 7.7%
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Salary deductions are automatically made for unauthorized or unpaid leave.

# Insurance

## District Benefit

- Life Insurance \$15,000
  - Under 65 --\$15,000
  - 65-69 \$9,750
  - 70-73 \$6,000
- Update your beneficiary!

## Supplemental

- Dental
- Vision
- Cancer
- Disability
- Air Ambulance

# For Non-Exempt Employees: Overtime/comp time

- By default, the school district offers compensatory time in lieu of overtime. Compensatory time is calculated in the same manner as overtime at time-and-a-half rate with compensatory time off.
- Overtime is legally defined as all hours physically worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule.

- Employees not fulfilling their 40 hour work week are subject pay deduction for hours not worked.
- Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The method of payment must be agreed upon before any work is performed. The following applies to all nonexempt employees:
- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used within 30 days from earned date. Exceptions to extend the 30-day deadline must be approved by the Chief Financial Officer and Chief of Staff.

- Comp Time must be used during the fiscal year it was earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., state/local)
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

# Leaves and Absences

- Employees are expected to report to work daily and on time.
- District provides leave for each employee (10 days).
- As per policy, any employee in excess of 20 days absent can face disciplinary consequences. (does not include FMLA, Disability etc.)
- Employees are expected to use the absence reporting system to report ALL absences including School Business.



# Code of Absence

- It is mandatory that ALL EMPLOYEES report their absences through the SMARTFIND EXPRESS SYSTEM.
- There are two ways you can report an absence.
  - Via Phone or Via internet using Webcenter

# Code of Absence

- The number to call by PHONE is :

**(956)465-0126**

Or by using the following link:

<https://laredoisd.eschoolsolutions.com/logOnInitAction.do>

# Death in immediate family/bereavement

- When you enter “Death in the Immediate Family” you are using your personal illness/leave to be out due to the death of someone in your family.
- Bereavement Leave is a benefit that provides you up to (3) consecutive calendar days, at no charge to you for the death of your immediate family member. Verification of Bereavement Leave Form must be completed .

Husband

Son/In-Law

Brother/In-Law

Father/In-Law

Grandfather/mother

Wife

Daughter/In-Law

Sister/In-Law

Mother/In-Law

Grandson/daughter

# Leave Benefits

- As an employee you are eligible for:

(5) local and (5) state sick leave days yearly.

However, it is earned as you work (Every 18 days = ½ day)

# Personal Leave

- Personal leave can only be taken with a (5) day advance notice, and approval of the principal/director)

## Can Not Take:

- More than 10 consecutive days
- Before/after a school holiday
- End of semester/year end exams
- Days schedule for STAAR
- Professional or Staff Development Days

# Family Medical Leave Act

- To qualify for FMLA you must have one year of service/and must have worked 1250 hrs. during the past 12 months.
- You will be eligible for 12 workweeks of leave without loss of benefits.

## IMPORTANT NOTE:

Qualifying for FMLA does not mean you will be paid for those 12 workweeks.

# Qualifying Events

- Birth or adoption of a child.
- Because of an employee's serious health condition that makes the employee unable to perform his/her job.
- To take care of the employee's spouse, child, or parent if they have a serious health condition.

# Sick leave bank

- If you are a member of the sick leave bank, you will be eligible for up to 30 days at your daily rate.
- To become a member, you must donate 3 days at enrollment and 1 day every year after. Must have one year of service.
- Enrollment is in September.



# Extended leave

- To qualify for extended leave you must have at least ( $\frac{1}{2}$ ) a day available of sick leave.
- You will qualify for up to 15 days at  $\frac{1}{2}$  your daily rate or \$50 which ever is greater.

# Catastrophic leave

- Leave available to all employees who have exhausted all paid leave including non-contract days and sick leave bank, who suffer from a catastrophic illness or injury or are absent due to the catastrophic illness or injury of a member of the employee's immediate family.
- The employee may request the establishment of a catastrophic leave pool, to which district employees may donate local, and/or state leave for the use by the eligible employee.

# Returning to work

- If you are absent for (5) consecutive days or more, you must bring a doctor's excuse to the attendance dept. upon which an assignment letter will be issued.
- If you underwent surgery or you were out due to a catastrophic illness, a functional assessment form is required. (restrictions, limitations, etc.)
- Everything is cleared through the Attendance Department at 1702 Houston.

# Buy Back of leave

- For Paraprofessionals:
  - First ten days at 100 percent of the daily rate of base pay;
  - Next 15 days at 75 percent of the daily rate of base pay; and
  - Next 55 days at 50 percent of the daily rate of base pay.
- For Professionals:
  - Five days of state at 100 percent of the daily base rate.
  - Ten days of state leave at 75 percent of the daily base rate.
  - Twenty-five days of state leave at 50 percent at the daily base rate.
  - Forty days of local leave at \$100 per day.

# Americans with Disabilities Act

- On July 26, 1990
  - It was intended to make American society more accessible to people with disabilities.
- Businesses must provide reasonable accommodations:
  - \*Restructuring jobs
  - \*Modifying Equipment
  - \*Altering the layout of workstations

# Americans with Disabilities Act

- If you are in need of an accommodation, please contact LISD's Title IX Coordinator, Edna Garza in Human Resources, is assigned to coordinate the efforts to comply with Title II of the Americans with Disability Act of 1990.
- It incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973.

# Complaints and Grievances

- Concerns and complaints should start at the lowest level (Campus/Department)
- Should be handled in a timely manner (Think 10 day rule)
- DGBA policy outlines the grievance process
  - A grievance may be filed within 15 work days the employee first knew or should have known.
- Level I - Immediate Supervisor
  - 10 days to hold hearing
  - 10 work days to response
- Level II- Superintendent Designee
- Level III- Board of Trustees

# Child Abuse and Neglect

- Any person who has cause to believe that a child's physical, mental health, or welfare has been adversely affected by abuse or neglect shall immediately make a report as required by law to Child Protective Services.
- A professional shall make a report within 48 hours after he/she first suspects abuse or neglect. A professional may not delegate or rely on another person to make the report.



# Child Abuse and Neglect

- Report your concern to **1-800-252-5400**. CPS will ask for student's name, address and other pertinent information concerning the suspected abuse.
- **Keep information confidential**
- Advise your campus administrator
  
- **As educators, it is our responsibility to report the abuse: CPS will be responsible for all the investigations.**

# Child Abuse and Neglect

- An employee's failure to report suspected child abuse or neglect is a class A misdemeanor:

**An arrestable offense**

# District communications

- The district communicates with employees through various media outlets, including e-mail, district/school websites, social media, automated calls, payroll inserts, and letters. Throughout the school year, the district 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.

## 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, to release students early, or to cancel school, district officials will post a notice on the district's Web site and notify the following radio and television stations:

- KGNS-TV
- KLDO- TV
- ITV

# Exit Interviews and procedures

- Exit interviews will be scheduled for all employees leaving the district. Information is provided to the employee
- Final payment, 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 his or her employment experience
- All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.
- The Employee Clearance Form will document such clearance from the district.

# Bottom Line

- Handbook is a guide.
- Be Present and On-time daily- if you must be absent follow protocol
- Don't Engage in Conduct that would not pass the Front Page/6:00 News/
- Know and live by Educator Code of Ethics
- Don't Engage in any type of inappropriate behavior with students, including the use of Social Media.

Thank you for  
Building Tomorrow, Together!

Now click on the following link in order to complete training:

[https://prodev.laredoisd.org/assessments/quiz\\_emphandbook.asp](https://prodev.laredoisd.org/assessments/quiz_emphandbook.asp)