

Belton I.S.D. Employee Handbook 2016-2017



BISD Vision Statement

To Be A Leader In Preparing Every Student To Excel in Tomorrow's World

BISD Mission Statement

To Provide An Education That Challenges All Of Our Students To Excel

TABLE OF CONTENTS

SECTION 1: DISTRICT INFORMATION.....	5
1.1 Description of the District.....	5
1.2 Mission Statement.....	5
1.3 Board of Trustees.....	5
1.4 Board Meetings.....	5
1.5 BISD Administration.....	6
1.6 School Calendar.....	6
SECTION 2: EMPLOYMENT.....	6
2.1 Equal Employment Opportunity.....	6
2.2 Job Vacancy Announcements.....	6
2.3 Contract and Non-Contract Employment.....	6
2.4 Certification and Licenses.....	7
2.5 Employment after Retirement.....	7
2.6 Searches and Alcohol and Drug Testing.....	7
2.7 Health Safety Training.....	7
2.8 Reassignments and Transfers.....	7
2.9 Notification to Parents Regarding Qualifications.....	8
2.10 Workload and Work Schedules.....	8
2.11 Breaks for Expression of Breast Milk.....	8
2.12 Performance Evaluation.....	8
2.13 Employee Involvement.....	9
2.14 Staff Development.....	9
2.15 Outside Employment and Tutoring.....	9
SECTION 3: COMPENSATION AND BENEFITS.....	9
3.1 Salaries, Wages, and Stipends.....	9
3.2 Paychecks.....	9
3.3 Automatic Payroll Deposit.....	10
3.4 Payroll Deductions.....	10
3.5 Overtime Compensation.....	10
3.6 Travel Expense Reimbursement.....	11
3.7 Health, Dental, and Life Insurance.....	11
3.8 Supplemental Insurance Benefits.....	11
3.9 Cafeteria Plan Benefits (Section 125).....	11
3.10 Workers' Compensation Insurance.....	11
3.11 Unemployment Compensation Insurance.....	11
3.12 Teacher Retirement.....	12
3.13 Other Benefit Programs.....	12
SECTION 4: LEAVES AND ABSENCES.....	12
4.1 General Information.....	12
4.2 Personal Leave.....	13
4.3 State Sick Leave.....	13
4.4 Local Leave.....	13
4.5 Sick Leave Bank.....	13
4.6 Temporary Disability.....	14
4.7 Family and Medical Leave.....	14
4.8 Workers' Compensation.....	16
4.9 Assault Leave.....	16
4.10 Bereavement Leave (Funeral).....	16
4.11 Jury Duty.....	16
4.12 Other Court Appearances.....	16
4.13 Military Leave.....	16
4.14 Substitutes.....	17
4.15 Non-Duty Day Policy.....	17
SECTION 5: EMPLOYEE RELATIONS AND COMMUNICATIONS.....	17

5.1 Employee Recognition and Appreciation	17
5.2 District Communications	17
5.3 Complaints and Grievances	17
5.4 Employee Grievance Form (appendix)	17
SECTION 6: EMPLOYEE CONDUCT AND WELFARE.....	17
6.1 Standards of Conduct	17
6.2 Employee Dress Code	19
6.3 Discrimination, Harassment, and Retaliation	20
6.4 Harassment of Students	20
6.5 Prohibited Conduct Report Form (appendix)	21
6.6 Alcohol and Drug Abuse Prevention	21
6.7 Drug Free Schools and Drug Free Workplace Requirements Policy DI Exhibit	21
6.8 Reporting Suspected Child Abuse	21
6.9 Reporting Crime	22
6.10 Fraud and Financial Impropriety	22
6.11 Conflict of Interest	22
6.12 Gifts and Favors	23
6.13 Associations and Political Activities and Political Activities	23
6.14 Charitable Contributions	23
6.15 Safety	23
6.16 Identification Badges	23
6.17 Tobacco Products and E-Cigarette Use	23
6.18 Criminal History Background Checks	24
6.19 Employee Arrests and Convictions	24
6.20 Possession of Firearms and Weapons	24
6.21 Visitors in the Workplace	24
6.22 Copyrighted Materials	24
6.23 Technology Resources	24
6.24 Asbestos Management Plan	26
6.25 Pest Control Treatment	26
SECTION 7: STUDENT ISSUES	26
7.1 Equal Educational Opportunities	26
7.2 Student Attendance	26
7.3 Dietary Supplements	27
7.4 Student Conduct and Discipline	27
7.5 Psychotropic Drugs	27
7.6 Administering Medication to Students	27
7.7 Student Records	27
7.8 Hazing	27
7.9 Bullying	27
7.10 Parent and Student Complaints	28
SECTION 8: GENERAL PROCEDURES	28
8.1 Bad Weather Closing Stations	28
8.2 Emergencies	28
8.3 Purchasing Procedures	28
8.4 Name and Address Changes	28
8.5 Personnel Records	28
8.6 Building Use	29
8.7 Open Carry and Concealed Handguns	29
SECTION 9: TERMINATION OF EMPLOYMENT	29
9.1 Resignations	29
9.2 Dismissal or Non-Renewal of Contract Employees	29
9.3 Dismissal of Non-Contract Employees	29
9.4 Reports Concerning Court-Ordered Withholding	30
9.5 Exit Interviews and Procedures	30
9.6 Reports to Texas Education Agency	30
SECTION 10: SCHOOL NUTRITION DEPARTMENT	30
10.1 Purpose	30

10.2 Time Clock and Payroll Information	30
10.3 Holidays	31
10.4 Attendance	31
10.5 Reporting Absences.....	31
10.6 Assigned Hours.....	31
10.7 School Assignment	31
10.8 Transfer-Employee Request	31
10.9 Meal Allowance	31
10.10 Visitors	31
10.11 Identification Badges.....	31
10.12 Safety Rules.....	31
10.13 Health Cards and Food Safety	32
10.14 Safe Work Practices	32
10.15 Telephone Usage.....	32
10.15 District Property, Materials, and Food	32
SECTION 11: SUPPORT SERVICES DEPARTMENT	32
11.1 Breaks	32
11.2 Pay Information	32
11.3 Clocking Procedures	33
11.4 Vacation	33
11.5 District Paid Holidays	33
11.6 Security	33
11.7 Keys/Codes/Passwords	33
11.8 Safety Rules	33
11.9 Fire Safety.....	34
11.10 District Vehicles	34
11.11 Accident or Injury	35
SECTION 12: TRANSPORTATION DEPARTMENT	35
12.1 Monthly Teacher Drivers.....	35
12.2 Holidays	35
12.3 Payroll	35
12.4 Attendance Award.....	35
12.5 Tardiness	36
12.6 Unauthorized People/Pre-School Children	36
12.7 Route Openings/Changes.....	36
12.8 Seniority	36
12.9 Reports and Records	36
12.10 Radio Procedures	36
12.11 Telephones	36
12.12 Eating and Drinking.....	36
12.13 Horseplay	36
12.14 Unsafe Driving	36
12.15 Traffic Running Loading/Unloading Red Lights	37
Employee Handbook Receipt	38

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 Todd Schiller, Executive Director of Human Resources.

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 noncontract 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. District policies can be accessed online at www.bisd.net.

SECTION 1: DISTRICT INFORMATION

1.1 Description of the District

The Belton Independent School District is proud of its tradition of excellence. Bell County and Belton, the county seat, were both founded in 1850. Public education began in our community in 1854 under the direction of the City of Belton. The Belton Independent School District was created in 1926. The District's boundaries cover approximately 200 square miles located deep in the heart of Central Texas. The District currently serves approximately 11,150 students on fifteen campuses.

1.2 Mission Statement

Policy [AE](#)

The Belton ISD mission is to provide an education that challenges all of our students to excel.

1.3 Board of Trustees

Policies [BA](#), [BB](#) series, [BD](#) series and [BE](#) series

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for 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. Board Members are elected annually and serve for three-year terms. Board Members serve without compensation, must be qualified voters, and must reside in the District.

Current Board members include:

President, Mr. Randy Pittenger
Vice-President, Mr. Mike Cowan
Secretary, Mrs. Sue Jordan
Mr. Jason Carothers
Mrs. Amanda Winkler
Mr. Jeff Norwood

The Board usually meets monthly at the Administration Building located at 400 North Wall Street. Special meetings may be called whenever necessary. A written notice of regular and special meetings will be posted at the Administration Building, the Board meeting location, and on the District's website 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.

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 to consult with attorneys regarding pending litigation.

1.4 Board Meetings

BISD Board of Trustee meetings are scheduled for the 2016-2017 school year on every third Monday of the month at 6:00 PM at the Administration Building. Times and dates may be adjusted by action of the Board of Trustees.

1.5 BISD Administration

Dr. Susan Kincannon, Superintendent
Dr. Merl Brandon, Assistant Superintendent of Student Services & Administration
Dr. Deanna Lovesmith, Assistant Superintendent of Curriculum and Instruction
Mr. Phil Haggerty, Assistant Superintendent for Business Services
Mrs. Angela Tekell, General Counsel
Mr. Todd Schiller, Executive Director of Human Resources
Mr. Calvin Itz, Director of Human Resources Staffing

1.6 School Calendar

The school calendar is approved annually by the Board of Trustees. Copies of the school calendar are found in the appendix, and on each campus.

SECTION 2: EMPLOYMENT

2.1 Equal Employment Opportunity

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

Belton I.S.D. does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact the Executive Director of Human Resources, the District Title IX coordinator (254) 215-2015. Employees with questions or concerns about discrimination on the basis of disability should contact the Director of Special Education, the District ADA/Section 504 coordinator, (254) 215-2112.

2.2 Job Vacancy Announcements

Policy [DC](#)

Announcements of job vacancies by position and location are posted on the District's Web site www.bisd.net.

2.3 Contract and Non-Contract Employment

Policies [DC](#) series

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary contracts. Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the Board determines it is doubtful whether a term or continuing contract should be given.

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

Noncertified professional and administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) may be employed by a one-year contract that is not subject to the provisions for non-renewal or termination under the Texas Education Code. Employees that do not receive a contract will be considered employed at will.

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.

2.4 Certification and Licenses

Policies [DBA](#), [DF](#)

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources Department in a timely manner.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources Department if you have any questions regarding certification or licensure requirements.

2.5 Employment after Retirement

Policy [DC](#)

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

2.6 Searches and Alcohol and Drug Testing

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

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

Employees required to have a commercial driver's license. Any employee who is required to have 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 the Human Resources Department.

2.7 Health Safety Training

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

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their campus principal by September 1st.

Information on Texas Education Agency (TEA) requirements is available on the TEA Web Site (<http://ritter.tea.state.tx.us/taa/health042109.html>)

2.8 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 of a contract employee. 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. An employee requesting a transfer to another campus must complete an application and apply for positions of interest. 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. The Executive Director of Human Resources and the receiving supervisor must approve a transfer request before the transfer becomes final. The superintendent retains the final authority for teacher placement and may transfer teachers or other employees to meet District needs at his/her discretion.

Teachers shall be assigned in areas or subjects for which they have completed an approved program of teacher education. When one school has a surplus of teachers and another school has a shortage thereof, the teacher transfer will be determined in the following manner:

1. Transfer will be restricted to the grade level or department specified (except in extenuating circumstances).
2. Volunteer: Academic needs of the sending or receiving campus will be considered.
3. The teacher with the fewest number of current uninterrupted years of service in the Belton Independent School District will be transferred.
4. If two or more teachers have the same tenure (#3 above), then total years' teaching service will be the final determinate.

2.9 Notification to Parents Regarding Qualifications

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

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification may call the BISD Human Resources Department.

2.10 Workload and Work Schedules

Policies [DEA](#), [DEAB](#), [DK](#), [DL](#)

Professional employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of 30 minutes. The District may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and auxiliary employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 100 for additional information.

2.11 Breaks for Expression of Breast Milk

Policies [DEA](#), [DEAB](#), [DG](#)

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

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

2.12 Performance Evaluation

Policies [DN](#) series

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

2.13 Employee Involvement

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

At both the campus and District levels, Belton 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 or department office or from the Office of the Assistant Superintendent for Student Services & Administration.

2.14 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 District- and campus-level advisory committees. 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.

2.15 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.

SECTION 3: COMPENSATION AND BENEFITS

3.1 Salaries, Wages, and Stipends

Policy [DEA](#), [DEAA](#), [DEAB](#)

Employees are paid in accordance with administrative guidelines and an established pay structure.

The District's pay plans are reviewed by the administration each year and adjusted as needed. Salaries for positions are calculated on a daily pay rate according to District policy. 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 pay for each hour worked beyond 40 in a workweek. (See *3.5 Overtime Compensation*)

All employees will receive written notice of their pay and work schedules at the beginning of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Employees should contact the Human Resources Department for information regarding the District's pay schedules or their own pay.

3.2 Paychecks

Direct deposit is required for all employees. All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. This statement can be viewed electronically through Employee Access.

Verification of employment is provided upon request of the employee or other source with required documentation and signatures of both parties.

The schedule of pay dates for the 2016-2017 school year is as follows.

Monthly employees are paid on the 25th day of each month. If the 25th is on a weekend or holiday, paychecks will be deposited the day proceeding the weekend or holiday.

Auxiliary employees are paid according to the following schedule:

09/09/16	12/02/16	02/24/17	05/19/17	08/11/17
09/23/16	12/16/16	03/10/17	06/02/17	08/25/17
10/07/16	12/30/16	03/24/17	06/16/17	
10/21/16	01/13/17	04/07/17	06/30/17	
11/04/16	01/27/17	04/21/17	07/14/17	
11/18/16	02/10/17	05/05/17	07/28/17	

3.3 Automatic Payroll Deposit

Employees must elect to have their paychecks electronically deposited into a designated account. A Direct Deposit Authorization Form may be obtained and completed at your campus or at the payroll office. In order for direct deposit to take effect for the current payroll, your completed form must be received by the 10th of the month. Any discrepancies with your deposit must be discussed with your bank representative. Contact the Business Office for more information about the automatic payroll deposit service.

Any payroll changes affecting an employee's paycheck such as: W-4, direct deposit, annuities, etc. may be completed in Payroll in the Business Office. Changes must be completed by the 10th of the month in order to take effect in that month. Any changes processed after the 10th will be effective the following month. All address or name changes should be completed in the Human Resources Department. It is the employee's responsibility to report an address change to the Human Resources Department and TRS so that all District and TRS information reach the employee in a timely fashion. Any changes to health or dental insurance should be completed through the Benefits Specialist in the Human Resources Department.

3.4 Payroll Deductions

Policy [CFEA](#)

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

- Texas Teacher Retirement System (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired in this District after March 31, 1986)

All paraprofessional, auxiliary, and some professional employees shall have Social Security tax automatically deducted from their pay.

Employees may elect to include other payroll deductions for premiums for health, dental, life, and vision insurance; annuities; United Way contributions, savings and loan payments through Belton Federal Credit Union, and higher education saving plans. Employees may also request payroll deduction for payment of membership dues to professional organizations, the Belton Educational Enrichment Foundation, and the United Way. Salary deductions are automatically made for unauthorized or unpaid leave.

3.5 Overtime Compensation

Policy [DEAB](#)

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

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

For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time
- Comp time must be used in the duty year that it is earned
- Use of comp time may be at the employee's request with supervisor's approval as workload permits or at the supervisor's discretion
- An employee may be required to use comp time before using available paid leave (e.g. sick, personal, vacation)
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration

3.6 Travel Expense Reimbursement

Policy [DEE](#)

Before an employee incurs any travel expenses, the employee's supervisor must give written approval on a BISD travel form. The travel form should also be signed by the employee, have an approved vendor number, a budget account, and all estimated expenses on the form. A copy of the registration form or a meeting verification should be attached. The form is to be signed and sent to the Business Office. Travel expenses are to be reimbursed on a per diem basis at a rate approved by the District. Mileage is reimbursed at a rate approved by the District. Travel advances are not paid for non-overnight travel. If there are any special instructions for processing the payment, they should be detailed in writing on the travel form.

See appendix for BISD travel form and voucher instructions page.

3.7 Health, Dental, and Life Insurance

Policy [CRD](#)

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

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

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. New employees must complete enrollment forms within the first 5 working days of employment. New employees may be covered no later than the 1st of the month following employment. Current employees may make changes in their insurance coverage only during the open enrollment period or if a qualifying event occurs. An employee who resigns and has completed the instructional year may keep their insurance coverage through August 31 if desired. Employees may contact the Benefits Specialist in the Human Resources Department for more information.

3.8 Supplemental Insurance Benefits

Policy [CRD](#)

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

3.9 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., health, dental, vision, life, and cancer) 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.

3.10 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 TASB, effective September 1 each year. 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 Employee Benefits Specialist in the Human Resources Department. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *4.8 Workers' Compensation* for information on use of paid leave for such absences.

3.11 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 the Benefits Specialist in the Human Resources Department.

3.12 Teacher Retirement

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

Employees who plan to retire under TRS should notify the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at 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.texas.gov). See 2.5 *Employment after Retirement* for information on restrictions and employment of retirees in Texas public schools.

3.13 Other Benefit Programs

Policy [CRG](#)

Tax-sheltered annuities. Employees may choose to tax shelter a portion of their paycheck for the purchase of annuities 403 (b), 457, or for contributions to individual retirement plans (IRA's). All completed paperwork must be in the Payroll Office no later than the 10th of the month.

Tuition-free attendance for children of BISD employees. Children of full-time BISD employees that live out-of-District may transfer into BISD at no cost.

Belton Federal Credit Union. The Belton Federal Credit Union serves employees of BISD and the University of Mary Hardin-Baylor. It provides low cost loans and other services to members. For information please call the Belton Federal Credit Union at 215-2025. The Belton Federal Credit Union is located in the administration building at 400 North Wall Street.

SECTION 4: LEAVES AND ABSENCES

4.1 General Information

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 days should call Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Continuation of Health Insurance. Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the District as they were when they were working. Otherwise, the District does not make benefit contributions for employees who are on unpaid leave.

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

Use of 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 (5) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in case of personal illness – the employee's fitness to return to work. (see appendix)

Personal and local sick leave is earned on an annual basis. Leave is available for the employee's use at the beginning of the scheduled work calendar. If an employee leaves the District before the end of the work year, the cost of any unearned leave days shall be deducted from the employee's final paycheck.

Paid leave must be used in ½ day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

1. Local personal leave
2. State sick leave accumulated prior to the 1995-96 school year
3. State personal leave

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

4.2 Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. Four hours and above is considered a full day. Anything below four hours is considered half a day. State personal leave accumulates without limit, is transferable to other Texas school Districts and generally transfers to education service centers. Personal leave may be used for two general purposes; nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five (5) days in advance of the anticipated absence. 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.

No more than 5 consecutive days of discretionary leave may be taken. No more than 5 days in a given semester may be taken.

Discretionary leave shall not be allowed on the first or last day of a semester grading period, 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-mandated assessments, or professional or staff development days.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

4.3 State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school Districts in Texas. State sick leave can be used only in whole or half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis and when coordinated with workers' compensation benefits.

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

4.4 Local Leave

In addition to state personal leave, all administrators and all professional employees shall earn five days of local personal leave per school year, at the same rate as state personal leave. Local personal leave shall accumulate to a maximum of 40 workdays and shall be taken with no loss of pay.

In addition to state personal leave, all paraprofessional and monthly auxiliary employees shall earn three days of local personal leave per school year. Local personal leave shall accumulate to a maximum of 40 workdays and shall be taken with no loss of pay.

Hardship Leave: A biweekly employee that is scheduled to work less than 1,250 hours annually and does not qualify for family and medical leave or temporary disability leave shall be granted up to 60 calendar days each school year. The employee must submit medical certification prior to the use of hardship leave. Hardship leave shall be unpaid leave. The District shall discontinue payment of the employee's health insurance premiums. The employee may continue group health care coverage by paying premiums him or herself.

4.5 Sick Leave Bank

Policy [DEC](#)

The BISD Sick Leave Bank is available to employees who choose to become members. Refer to [DEC](#) policy for guidelines.

4.6 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 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 employee's supervisor and the Department of Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

4.7 Family and Medical Leave

Family and medical leave (FMLA) – general provisions

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the District has adopted to implement the FMLA follows this general notice.

Basic Leave Entitlement. The 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 Family Leave Entitlements. An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 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 servicemember during a single 12-month period. A covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

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.

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

Eligibility Requirements. Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Conditions. 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 Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. 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.

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.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FMLA when the need is foreseeable. When 30 days is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

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 that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family 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 also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are eligible 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. The FMLA makes it unlawful for any employer to:

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

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

The 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.

*FMLA section 109 (29 U.S.C. § 2619) required FMLA covered employers to post the text of this notice.
Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.*

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

Local FMLA Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

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.

Combined Leave for Spouses. Spouses who are 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; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent leave: When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The District does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Requests for FMLA: Employees that require FMLA leave or have questions should contact the Human Resources Department for details on eligibility, requirements, and limitations.

BISD may recover its share of health premiums paid during a period of FMLA leave if an employee fails to return to work after taking FMLA leave, unless one of the following conditions exist:

- The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave under FMLA; or
- Other circumstance beyond the employee's control.

Premiums paid by the District are a debt owed to the District by a non-returning employee, and may be recovered by the District through deduction of any sums due the employee.

4.8 Workers' Compensation

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 absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.

An employee receiving workers' compensation wage benefits for a job-related injury or illness 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.

4.9 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 for assault only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (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.

4.10 Bereavement Leave (Funeral)

Policy [DEC](#)

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to approval of the Human Resources Administrator.

4.11 Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present written documentation of their service and must return to work when jury duty is complete.

4.12 Other Court Appearances

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

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

4.13 Military Leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal sick leave during a time of active military service.

Reemployment after military leave. Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed provided they 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 within the period of time specified by law to the BISD Human Resources Department. An FAQ on military leave is available on the TASB Legal Services Web Site http://www.tasb.org/services/legal/documents/userra_oct09.pdf. In most cases, the length of federal military service cannot exceed five years.

Continuation of health insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the BISD Human Resources Department and speak with the benefits specialist for details on eligibility, requirements, and limitations.

4.14 Substitutes

Belton ISD uses an automated absence reporting system. Employees shall report absences in the Skyward system and shall also report their absence directly to their principal or designee. If a substitute is need, Skyward will direct employees to enter a substitute request in AESOP. The AESOP System will call and log substitutes to fill vacancies as needed or substitutes may also search for specific jobs. Consult your principal or director for campus specific substitute questions. For questions regarding the operation of the absence reporting system, call JoAnn Avila at 215-2021 or fax at 215-2016. To access AESOP the home telephone number on BISD records is the employee’s identification number and the PIN number is the employee number.

If a substitute teacher replaces a teacher for a period that exceeds ten (10) days, the rate of pay will be an additional \$10 per day added to their regular substitute rate for the remainder of the period that they substitute for that teacher.

Pay rate for Certified Teacher:	\$85.00 per full day
Pay rate for Degree/Non-Certified:	\$80.00 per full day
Pay rate for non-degreed substitute:	\$70.00 per full day

4.15 Non-Duty Day Policy

In order to track the use of non-duty days, all twelve-month (226 day) employees are required to take non-duty days prior to August 1st of each year. The exact number of non-duty days will be determined by the school calendar as adopted by the Board of Trustees.

See appendix for non-duty day policy.

SECTION 5: EMPLOYEE RELATIONS AND COMMUNICATIONS

5.1 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 Every Kid a Winner awards, Teacher of the Year awards and luncheon, and Employee Recognition Receptions.

5.2 District Communications

Throughout the school year, the administration office publishes the newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

5.3 Complaints and Grievances

Policy [DGBA](#)

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

The formal 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 grievance procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees. Please refer to the District’s website for a complete reference to this policy: www.bisd.net.

5.4 Employee Grievance Form (appendix)

SECTION 6: EMPLOYEE CONDUCT AND WELFARE

6.1 Standards of Conduct

Policy [DH](#)

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) 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. Unreported absences for three (3) consecutive days will be considered job abandonment and will result in termination of employment.
- 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 policy and procedures, and ethical standards. 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 after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performances

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

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 of students, or other persons or organizations in recognition or appreciation of service.

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

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

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

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

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

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

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

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonable prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussions(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

6.2 Employee Dress Code

The dress and grooming of District employees shall be clean, neat, and professional and in a manner appropriate for their assignments. Staff dress affects student learning and the school climate; therefore, personal preference of clothing should not interfere with the education process. Clothing, jewelry and accessories worn by staff should exceed the expectations set for in the student dress code. Dress that may be considered inappropriate includes, but is not limited to, the following examples:

- Backless or strapless dresses or shirts
- Lack of undergarments
- Tight fitting clothing
- Revealing clothing
- Inappropriate length clothing
- Dress considered appropriate in some areas of the campus, but inappropriate in others
- Jeans are discouraged except in appropriate situations such as designated casual days or in a classroom environment where they may be considered age-appropriate
- Inappropriate tattoos
- Jewelry piercings in a visible area other than the ear

The following exceptions apply to these guidelines:

- Physical education staff may choose to wear appropriate attire, approved by the campus principal, during the physical education instruction period.

- Auxiliary employees in maintenance, custodial, transportation, food service shall comply with dress and grooming guidelines as outlined below.

Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate medical needs.:

Dress Code Guidelines for Food Service, Maintenance, Transportation, and Operations:

The personal appearance of District employees affects the respect those outside the District have for the organization, as well as respect employees have for themselves and one another. Appropriate clothing is also necessary in certain instances to promote work place safety. As a representative of the District, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others. Supervisors are given the discretion to determine when and if an employee’s dress falls below these accepted standards; however, the following guidelines should be followed absent extenuating circumstances.

General Guidelines:

Hair, including facial hair, should be clean, neatly groomed and non-distracting.

Clothing and accessories unacceptable for food service, maintenance, operations, and transportation employees include:

- Bare Midriffs;
- Halter tops, tube tops, low-cut tops and tops without backs;
- Denim pants except when allowed by the immediate supervisor;
- Shorts, except in the summer months and as allowed by the immediate supervisor. When allowed, shorts must be 2” above the knee or longer. Cutoffs (pants without hems that have been cut off to make shorts), jogging, wind, athletic, biker or other shorts designed for a casual or recreational setting are not permitted;
- Clothing that advertises, bears the brand name or the likeness of alcohol, tobacco products or drugs. In addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.;
- Clothing that has obscene or vulgar language or inappropriate pictures. In addition to clothing, this restriction applies to purses, bags backpacks, caps jackets, belts, belt buckles, etc.;
- Tattoos that are visible and deemed inappropriate by the immediate supervisor; and
- Any body piercing that is visible, other than earrings on female employees. Female employees may wear earrings, style and number deemed appropriate by immediate supervisor. Male employees are not allowed to wear earrings.

The following items are required to be worn at all times:

- Shoes. House shoes or beach type shoes are prohibited. Shoes with heels over two inches in height are prohibited;
- Appropriate undergarments;
- School identification badge when on school property or in a District vehicle; and
- Uniforms when furnished. Employees are responsible for keeping the uniform neat and clean.

Inappropriate attire that distracts from the educational process will be addressed on an individual basis by the campus administrator.

6.3 Discrimination, Harassment, and Retaliation

Policies [DH](#), [DIA](#)

Title IX Coordinator: Todd Schiller, Executive Director of Human Resources

**400 North Wall Street
Belton, TX 76513
254-215-2015**

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the Board.

The District’s policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found on the District’s website at www.bisd.net under policies and procedures. A copy is also located in the appendix of this handbook.

6.4 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. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. 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 by an employee or adult 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. See *6.8 Reporting Suspected Child Abuse*, and *7.9 Bullying* for additional information. The District's policy that includes definitions and procedures for reporting and investigating harassment of students can be found on-line in policy FFH. Refer to Policy [FFH](#) at www.bisd.net – Policies and Procedure – Board Policy Online

6.5 Prohibited Conduct Report Form (appendix)

6.6 Alcohol and Drug Abuse Prevention

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

Belton 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 Policy DH and [DI Exhibit](#) for the District's policy regarding employee drug use.

6.7 Drug Free Schools and Drug Free Workplace Requirements [Policy DI Exhibit](#)

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substance, illegal drugs, inhalants, and alcohol, in the workplace. 41 U.S.C. 702(a) (1) (A); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a) (1) (B); 28 TAC 169.2

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 officials for prosecution. (See policies at DH and DHE) 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. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in a workplace no later than five (5) days after such conviction. Within ten days of receiving such notice - from the employee or any other source - the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a)(1)(D), (E)

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

(This notice complies with the notice requirement imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702) and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2)

6.8 Reporting Suspected Child Abuse

Policies [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 SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or disabled person.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from 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 make the required report may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed on the [District website](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

6.9 Reporting Crime

Policy [DG](#)

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The District is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

6.10 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, except as otherwise permitted by law or district policy
- Failing to provide financial records required by federal, state or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

6.11 Conflict of Interest

Policy CB, [DBD](#)

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

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

Employees should contact their supervisor for additional information.

6.12 Gifts and Favors

Policy [DBD](#)

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

6.13 Associations and Political Activities 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.

6.14 Charitable Contributions

Policy [DG](#)

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

6.15 Safety

Policy [CK](#) series

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 office of the Executive Director of Human Resources.

6.16 Identification Badges

All BISD employees are to wear their District issued identification badge while on duty. These badges are the property of the District and must be relinquished if the employee leaves the District. Replacement badges are available in Human Resources at a cost of \$5.00.

6.17 Tobacco Products and E-Cigarette Use

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

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

6.18 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.

6.19 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, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

6.20 Possession of Firearms and Weapons

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

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. 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 Robert Atmar, Director of Student Services, immediately at 215-2029.

6.21 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.

6.22 Copyrighted Materials

Policy [CY](#)

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.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

6.23 Technology Resources

Policy [CQ](#)

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

- Imposes no tangible cost to the District
- Does not unduly burden the District's technology resources
- Has no adverse effect on job performance or on a student's academic performance

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

Employees are required to abide by the provisions of the District's acceptable use agreement and administrative procedures.

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management may contact the office of the Director of Technology.

Refer to Appendix for Acceptable Use Policy

Personal Use of Electronic Media

[Policy DH, CO](#)

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

The District understands that technology is constantly changing and that many sites have pedagogical significance for teacher and student use. In order to standardize training and support, the District recommends the following social media sites:

- Schoolwires (blogs, web pages, podcasts, calendars, photo galleries)
- Delicious (Social bookmarking)
- PBWorks for Education & Wikispaces (wikis)
- Google Docs (document collaboration)

If a different site or tool is needed for administrative or instructional use, contact an instructional technology coordinator for assistance.

Blogs, Wikis, Podcasts, Social Networking Sites, Digital Images

District employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.

- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
- When posting to your blog, wiki, webpage, podcast, or social media site be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of the District.
- Remember that blogs, wikis, podcasts, and social media sites are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as District employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at the District.
- Employees shall not use the District's logo or other copyrights material of the District without express, written consent.
- When contributing online do not post confidential student information.

Copyright and Fair Use

- Respect copyright and fair use guidelines. See [U.S. Copyright Office - Fair Use](#).
- Creating hyperlinks to outside sources is recommended. Be sure to give credit where it is due. All content on linked sites should be reviewed for appropriateness.
- It is recommended that blogs be licensed under a [Creative Commons Attribution 3.0 United States License](#) to ensure the author receives credit for their content.

Profiles and Identity

Remember your association and responsibility with the District in online social environments. If you identify yourself as a Belton ISD employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. Remember how you represent yourself online should be comparable to how you represent yourself in person. Be cautious how you setup your profile, bio, avatar, etc. When uploading digital pictures or avatars that represent yourself, make sure you select a school appropriate image. The Code of Ethics and Standard Practices for Texas Educators DH(EXHIBIT) applies to online activity. Also remember not to utilize copyright protected images.

Social Bookmarking

- Be aware that others can view the sites that you bookmark in social bookmarking sites unless you specifically mark them for your use only.
- Be aware of words used to tag or describe the bookmark in social bookmarking sites.
- Before tagging sites, verify the accuracy of all links.

Cell Phones/Electronic Communication Devices

Employees are discouraged from using their personal electronic communication devices (i.e. cellular phones, smart phones, PDAs, etc.) during the work day for personal use. Electronic communication devices may be used during a teacher's conference period, lunch time and breaks. Electronic communication devices should be either turned off or set on silent during faculty meetings and staff development.

Employees are discouraged from sharing their cell phone number with students regardless of the reason due to the likelihood that such communication may be perceived as being inappropriate and unprofessional. For the same reason, employees should not text or call students from personal electronic communication devices unless such communication is within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.)

Instant Messaging

- District employees may not use instant messaging programs without prior approval.
- A written request must be submitted to the District Director of Technology for approval. Requests should include your name, building, grade level, and dates needed. Include a statement explaining your instructional or administrative purposes for using the program.

Use of District Equipment

District equipment must be used in accordance with the district's acceptable use policies. The equipment is to be used by the employee only and only for necessary school business. Employee acknowledges that the district owns and shall retain title to the equipment. The employee may bear the full replacement cost of equipment that is damaged, destroyed, lost, stolen or cannot be provided when requested by the district. The district may in its sole discretion, deduct such debt from the employee's salary in order to offset the employees obligation to the District.

6.24 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 school. A copy of the District's management plan is kept in the central office and is available for inspection during normal business hours.

6.25 Pest Control Treatment

Policies [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 near the principal's office and other entrances. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

SECTION 7: STUDENT ISSUES

7.1 Equal Educational Opportunities

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

Belton ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education 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 concerns about discrimination against students based on sex, including sexual harassment should be directed to the District Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the District ADA/Section 504 Coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

7.2 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 within five days. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

7.3 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.

7.4 Student Conduct and Discipline

Policies in the [FN](#) series and [FO](#) series

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

7.5 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

7.6 Administering Medication to Students

Policy [FFAC](#)

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen), and medication for diabetes management, if the medication is self-administered in accordance with District policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students. You may contact BISSD Coordinator of Health Services for additional information.

7.7 Student Records

Policy [FL](#)

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

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

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

7.8 Hazing

Policy [FNCC](#)

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

7.9 Bullying

Policy [FFI](#)

All employees are required to report student complaints of bullying to the campus principal. The District’s policy includes definitions and procedures for reporting and investigating bullying of students can be found on the District’s website, www.bisd.net, in the Board Policies

[Refer to Policy on Line for complete policy](#)

7.10 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 to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal’s response.

SECTION 8: GENERAL PROCEDURES

8.1 Bad Weather Closing Stations

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:

- | | | |
|----------------------|-----------------------|---|
| • KCEN TV Channel 9 | Phone: 254- 859-5481 | Website: www.kcentv.com |
| • KWTX TV Channel 10 | Phone: 1-800-749-5957 | Website: www.kwtx.com |
| • KXXV TV Channel 25 | Phone: 254-776-2484 | Website: www.kxxv.com |
| • KTEM AM 1400 MIX | Phone: 254-773-5252 | Website: www.myktem.com |
| • KBGO FM 95.7 | Phone: 254-776-3900 | Website: www.oldies95online.com |
| • WACO FM 100 | Phone: 254-776-3900 | Website: www.waco100.com |
| • KWTX FM 97.5 | Phone: 254-776-3900 | Website: www.975online.com |

Notice will also be posted on the District’s facebook page (facebook.com/BeltonISD) and on the District’s Twitter profile (@BeltonISD).

8.2 Emergencies

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

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

8.3 Purchasing Procedures

Policy [CH](#)

All requests for purchases must be submitted to the purchasing department 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 department for additional information on purchasing procedures.

8.4 Name and Address Changes

It is important that employment records be kept up to date. Employees must notify their campus or department office and the Human Resources Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Updates can be made in the Skyward system.

All employees that hold a certification with the State Board of Education should keep their name and address updated with the State Board of Education at all times.

8.5 Personnel Records

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

Most District records, including personnel records, are public information and must be released upon request. Employees may choose to have the following information withheld:

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

The choice to not allow public access to this information may be made at any time by submitting a written request to the Department of Human Resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

8.6 Building Use

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

Employees who wish to use District facilities after school hours must follow established procedures. The building principal is responsible for scheduling the use of facilities after school hours. Contact the building principal to request to use school facilities and to obtain information on the fees charged. Questions and concerns should be addressed to the Director of Student Services.

8.7 Open Carry and Concealed Handguns

Entering Campus or District Facilities:

Parents, guardians, guests and the general public are expected to use the public entrances to all BISD buildings and facilities. The public entrance is defined as that door or other point designated as the main entry for the building or facility, for example, the front entrance of campus buildings or the main ticket gate at the athletic stadiums or gyms. Access to District buildings or facilities may not be granted at any point other than the main or public entrance.

SECTION 9: TERMINATION OF EMPLOYMENT

9.1 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 at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the principal or supervisor.

The Superintendent or designee shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. The resignation is accepted upon receipt. The Superintendent or designee shall be authorized to accept a contract employee's resignation submitted or effective at any other time. The Superintendent or designee shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law. 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 Texas Education Agency* in Section 9.

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

9.2 Dismissal or Non-Renewal of Contract Employees

Policies [DFAA](#), [DFAB](#), [DFBA](#), [DFBB](#), [DFD](#), [DFE](#), [DFFA](#), [DFFB](#)

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advanced notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

9.3 Dismissal of Non-Contract Employees

Policy [DCD](#)

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic

information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (See Section 5.3 *Complaints and Grievances*)

9.4 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

9.5 Exit Interviews and Procedures

Policies [DC](#) and [CY](#)

Exit interviews will be scheduled for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting records 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 name badges, keys, books, property, and equipment must be returned upon separation from employment.

9.6 Reports to Texas Education Agency

Policy [DF](#)

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of District or school property or funds
- An attempt by a fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on District property or at a school sponsored event.

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

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

SECTION 10: SCHOOL NUTRITION DEPARTMENT

10.1 Purpose

The School Nutrition Department shall provide nutritious, safe and appealing meals to the students, staff and any other customers of the District, in a friendly atmosphere.

10.2 Time Clock and Payroll Information

Employees are required to record all hours worked by clocking in and out on the Districts time clock system.

- Employees should not begin working until they have clocked in the system.
- No staff member may clock in or out for any other staff member. Falsifying time records is the same as theft and can lead to termination.
- Staff members are expected to clock in and out at their assigned times, unless extra time has been requested by the manager and approved by School Nutrition Department administration.
- When a staff member works over 40 hours in one week, overtime will be paid at the rate of 1-1/2 times base.

School Nutrition employees are paid bi-weekly and receive pay every two (2) weeks. Each employee is responsible for ensuring that their time is reported and recorded accurately.

All time is documented and sent to the Business Office where checks are processed. Any questions about payroll or payroll procedures should be brought to the School Nutrition Office. All paychecks are direct deposited. Check stubs are available electronically through the Skyward Finance System.

10.3 Holidays

Kitchen staffs are given six (6) paid holidays during one school year. Paid holidays are Thanksgiving (2 days), Christmas (2 days), and Spring Break (2 days). Personal/Sick leave shall not be used immediately following a school holiday. Employees must complete a full workday before a holiday and after holiday to get holiday pay.

10.4 Attendance

Regular attendance is extremely important. All staff members are needed as scheduled daily. Any one (1) absence causes service to suffer. Staff members who have excessive absenteeism and/or tardiness will be counseled and if attendance does not improve, may be terminated. We must have a minimum number of staff members to provide the quality of food and service that students need.

10.5 Reporting Absences

If a staff member is unable to report to work as scheduled for any reason, he or she must contact the Cafeteria Manager no later than 7:00 a.m. The staff member should remember that failure to do this makes it difficult to obtain a substitute worker and puts an extra burden on the other staff members. Managers or office staff must call their direct Supervisor if unable to report to work. Failure to call or come to work can lead to termination. If your shift begins prior to 7:00 a.m. you will need to call at least 30 minutes before your shift begins.

10.6 Assigned Hours

The number of labor hours assigned to each school is set by the School Nutrition Department administration. It is based on the needs of the kitchen. Work hours may change because of increased or decreased meal participation, employee performance, or employee attendance. The scheduling of each staff member is done to benefit the schools' operations.

10.7 School Assignment

Staff members may be transferred to any school within the District at any time at the discretion of School Nutrition administration. Staff members may be required to work in another location at any given time to ensure that quality food service is maintained when staff shortages occur. Refusing to work where staff is needed can be grounds for termination.

In the event a staff member is assigned to work at the school their child attends, they may not accept money or handle their child's account. All these transactions must be handled by the Manager or Lead.

10.8 Transfer-Employee Request

Proper forms for a transfer may be requested at the School Nutrition Office.

10.9 Meal Allowance

Hourly employees will receive an unpaid 30 minute duty free lunch period. All School Nutrition employees that work four or more hours will receive a lunch without charge while on duty. The lunch schedule will be set by the school nutrition manager.

Kitchen staff may have a 5 component adult lunch (that is being served) with tea or milk, at no charge when school is in session. This meal must be consumed on the premises. A la carte items such as canned drinks, water, ice cream, etc., must be purchased from the Manger or Lead.

To ensure compliance with health rules, eating or drinking is only allowed during the duty free lunch period. Employees are not allowed to eat or drink in the kitchen or chew gum during work hours.

10.10 Visitors

Visitors will not be permitted in the kitchen area. This applies to former employees, friends and family members as well as strangers. Children of School Nutrition Staff must follow campus directives for children. Under no circumstances are children allowed in the kitchen or the serving area.

10.11 Identification Badges

Employee badges shall be worn at all times. Employees that report to work without their badge will be sent home to get their badge. Employee will be paid when they return to work and clock in.

10.12 Safety Rules

School Nutrition Employees are expected to follow safety rules:

1. Shoes are to be sturdy, non-skid with no open toe or heel. No canvas tennis shoes or nursing crocks allowed. Socks and hose must be worn at all times. Shoes should be clean and polished. No flip flops allowed.
2. Hair restraints must be worn at all times as regulated by the Bell County Health Department. A hairnet or cap is acceptable. A beard guard must be worn for facial hair. Hair cannot be sprayed multi-colors.
3. Large jewelry or dangling earrings are not acceptable. A watch or ring without stones is acceptable. Earrings as small as the tips of a finger are allowed. Visible body piercing jewelry such as ear, eyebrow, nose, and tongue are not allowed. In addition, false eye lashes may not be worn during working hours.

4. Fingernails must be kept neatly trimmed and clean. False fingernails and/or nail polish will not be permitted due to the possibility of food contamination. Hands and the exposed area of the arms should be washed frequently with germicidal soap and warm water before starting work and after every visit to the restroom. Hands should also be washed after answering the phone, handling money and after smoking. Gloves are provided but are not a reason to stop washing hands. Gloves, like hands, can be contaminated as well and therefore must be changed frequently.
5. Long pants or full length skirts should be worn when food is being prepared. Spandex or sweat pants are not permitted. Denim, khaki or black slacks are acceptable attire to be worn with uniform shirts (provided).
6. The uniform must be clean and pressed, and in good repair at all times. It should not be skin tight in fit, to allow free movement for coolness and safety reasons.
7. If a staff member leaves employment with Belton ISD they must return all the uniforms that have been assigned to them.

10.13 Health Cards and Food Safety

School Nutrition employees are required to take classes every year and obtain a Bell County Health Department Card. Current employees are trained during August in-service before school begins. It is necessary for employees hired after school starts to schedule a health department class and obtain a Health Card before working in the kitchen. School Nutrition employees must carefully follow health department guidelines to ensure the safety of food served to students, staff, and guests.

10.14 Safe Work Practices

School Nutrition employees must follow safe work practices in order to ensure their personal safety and protect their fellow workers.

1. Employees must come to work alert and able to perform job duties.
2. Exercise extreme caution when it is absolutely necessary to walk on a wet surface.
3. Do not climb unless using a ladder or other appropriate equipment designed for that purpose.
4. Do not lift any load unless it can be done safely. If needed, get help or divide the load.
5. Discourage the use of electrical extension cords.
6. Employees must immediately report all unsafe conditions to their manager or supervisor.
7. If required, employees must wear personal protective equipment.

10.15 Telephone Usage

Personal cellular phones are not to be carried while staff members are on duty. They may only be used during approved breaks. Emergencies are the only exception for these rules. Managers must be made aware of any special circumstances for approval.

Kitchen telephones should only be used for school business. Staff members may not accept incoming calls or phone out for personal reasons, except in an emergency. No calls are to be made without the Cafeteria Manager's consent.

10.15 District Property, Materials, and Food

No food (not even leftover food) or food considered trash is to be carried away from the premises by any person, including School Nutrition employees. The United States Department of Agriculture donated food may never be sold, given away or traded. No personal cooking is allowed in the Child Nutrition kitchen. Only Managers, Leads, and Child Nutrition Office Staff may take transfers of food, food samples, or meals out the kitchen door.

Boxes must be broken down for disposal before leaving the kitchen. Two staff members must go together to remove trash from the kitchen. Trash duty will be assigned by the Manager.

Personal use of district property is prohibited. Used equipment must either be sold at auction or disposed of by supervisory personnel.

Employees assigned a District vehicle must follow the same safety rules outlined in section 11.10 under Support Services Department.

SECTION 11: SUPPORT SERVICES DEPARTMENT

11.1 Breaks

Two 15-minute breaks may be provided during an 8-hour workday. One 15-minute break may be taken mid-morning, and one 15-minute break, mid-afternoon. Breaks are voluntary and are taken at the discretion of the employee/supervisor based on need and workload.

Employees:

1. May not use or combine the mid-morning and mid-afternoon breaks for a one-half hour break during the eight hour work day.
2. May not combine the mid-morning and mid-afternoon breaks in order to arrive late or leave early to reduce the assigned eight hour work day.
3. May not combine the mid-morning and mid-afternoon breaks to lengthen the lunch period.
4. May not break up the mid-morning and mid-afternoon breaks into multiple breaks during the work day.

11.2 Pay Information

Non-exempt (hourly) employees are paid semi-monthly according to the District's published payroll schedule.

If a pay day falls on a holiday, the employee's paycheck will be direct deposited on the next workday. Time sheets are based on the information entered in the time clock system, and each employee is responsible for reviewing their record. Questions should be directed to the Payroll Administrative Secretary. If discrepancies exist between reported time and time reflected in the system, the Director will review the discrepancy and has sole authority of authorizing any changes to the time keeping data to match actual hours worked.

11.3 Clocking Procedures

An employee may not clock in earlier than seven (7) minutes prior to the shift start time and no later than seven (7) minutes after the shift end time, unless on pre-approved overtime.

11.4 Vacation

Non-exempt (hourly) 260 day employees are entitled to five (5) days vacation per year which is to be taken during June and July. Vacations will not be permitted during the month of August. Vacation requests must be made at least one week in advance.

11.5 District Paid Holidays

All non-exempt (hourly) 260 day employees will receive ten (10) paid holidays throughout the calendar year as scheduled by the Director.

11.6 Security

Security and safety are essential to protecting the District from losses due to theft, vandalism, injury and property damage. Employees of the Support Services Department are an essential part of the District's safety and security effort.

- Employees shall carefully follow building lock up procedures.
- School opening and closing procedures must be strictly followed to assure that all events are safe from threat, and property is safe from vandalism.

Unauthorized after hours entry into a school or District owned facility for personal use is prohibited.

11.7 Keys/Codes/Passwords

Employees issued key(s) and codes or passwords for alarm systems are responsible for their safeguard.

Duplication of keys is strictly forbidden.

11.8 Safety Rules

The following rules are just some of the common rules followed to ensure safety. This list is not meant to be exhaustive, and so, employees should always handle equipment, tools and supplies in a safe manner, and when in doubt, ask for help.

Never mix chemicals because it could result in a harmful reaction. If an odor or problem arises, notify the school office and campus staff first, then the maintenance office.

Never leave equipment unattended, blocking doorways, or in the way of firefighting equipment.

If you see an unsafe condition, report it to your Supervisor or Director to create a work order for correction.

Do not lift heavy loads alone. Get help or divide the load.

Never leave parts or tools in a place where they could fall and cause an injury.

Use ladders appropriately and never use chairs or stools to reach high places.

Discourage the use of "permanent" extension cords.

Use lockouts while working on electrical equipment. Use danger tags to indicate why the equipment is locked out.

Keep vehicles neat and orderly.

Report any vehicle maintenance problems to a Supervisor or Director immediately.

Lock vehicles when not attended.

Keep work areas neat and orderly at all times.

Employees operating rotating equipment are required to use safety shields and eye protection.

Long hair must be secured in a ponytail and tucked under a cap.

11.9 Fire Safety

Fire results from combining fuel, oxygen and heat. To prevent fires, keep these three items from coming together.

Employees shall follow the guidelines below:

Good housekeeping means keeping fuels away from heat.
Dispose of waste promptly and properly.
Keep work areas free of dust and lint.
Keep combustible materials away from lights and machinery.
Identify and take precaution with flammable substances. Flammable vapors can spread quickly.
Check labels and material safety data sheets (MSDS) to identify flammable substances.
Follow handling and storage precautions to prevent spills and vapor release.
Clean up flammable spills and leaks immediately.
Remove clothing that has absorbed flammable liquids.
Substitute nonflammable materials where possible.
Keep flammable liquids in approved airtight metal containers that are closed when not in use.
Ground containers during liquid transfer to avoid static electricity.
Use flammable liquids only in well-ventilated areas away from any heat source.
Do not cut a used container or place it near heat without testing and approval for such use.
Use and maintain electrical equipment properly.

Electrical equipment causes the largest number of workplace fires.

Replace cords and wires that are frayed or have worn insulation.
Do not overload circuits, motors, fuses, or outlets.
Make sure you have good ground connections.
Keep bearings lubricated so they do not run hot.
Keep machines and motors clear of dust and grease.

Avoid exposing fuels to heat sources.

- The use of all tobacco products on and in District facilities, grounds, and vehicles is strictly prohibited.
- Use space heaters in well-ventilated areas and only when necessary.
- Perform welding and cutting operations only in separate fire-resistant areas.

Prevent fires that result from chemical reactions by reading labels and Material Safety and Data Sheets so that incompatible substances are not used or stored together.

In case of fire, keep routes clear for firefighting and evacuation. Do not block exits, fire alarms, fire lanes, aisles, or sprinklers. Calmly assist other occupants to a safe distance from the building.

11.10 District Vehicles

All employees must have a valid Texas Driver's License.

Employees assigned a District vehicle for the purpose of moving within the District shall be responsible for the vehicle from the time it is assigned until released or re-assigned.

Vehicles shall be kept inside the fence and locked at the end of a shift.

Think safety at all times and remain alert. Drive defensively and reduce all chances of risk.

Seat belts must be worn by drivers and all District passengers.

NO UNAUTHORIZED PASSENGERS ARE ALLOWED IN DISTRICT VEHICLES.

Smoking is not permitted in District vehicles.

Cell phone use, eating and drinking are not permitted while vehicle is in motion.

Be courteous at all times.

Employee must report a DWI citation immediately to a Director. The employee may be suspended from driving a District vehicle until the driver is either convicted or proven guilty. A DWI conviction will result in prohibited use of District vehicle and possible termination.

All vehicles must be kept clean, neat, fueled, locked and ready to be dispatched.

Employees are responsible for reporting any vehicular malfunction or safety issue. This includes keeping the safety inspection current and maintenance records up to date with the mechanic(s) in the District maintenance shop.

Work orders to repair any deficiency of District maintenance vehicles are the responsibility of the employee to whom the vehicle has been assigned.

It is the responsibility of the driver to report any and all accidents immediately to the Director in the department.

A driver must complete the accident report form and notify the policing authority of all accidents. Failure to report an accident no matter how minor or major could subject the employee to suspension or termination.

Obey all traffic laws and posted speed limits. Traffic tickets in District vehicles are the responsibility of the driver and must be reported no matter the reason, outcome or fault.

District vehicles are not to be used for personal transportation.

No out of District travel allowed, unless for an approved repair or with the permission of a Director.

On-call personnel are the only personnel allowed to take vehicles home. The on-call employee is responsible for security and damage to the vehicle while under his/her care, in the same manner as if they were on the job and damage or vandalism occurred. Vehicles are to be used for work-related use only.

11.11 Accident or Injury

When an accident or injury occurs, no matter how minor, the following steps shall be taken:

- The employee will report the injury to a Supervisor or Director at the time of the injury.
- An Incident Investigation Record must be completed by the employee's Supervisor or Director as soon as possible.
- *Employees must comply with the following procedures:*
 - An employee who suffers from an on-the-job injury shall report the injury to a Supervisor or Director **immediately**.
 - If an employee is off duty, and a non-job related accident occurs that prevents the employee from returning to work, a Supervisor shall be notified as soon as possible. (Non-job related injuries/illnesses are not covered by Worker's Compensation Insurance.)
 - For on-the-job injuries that are covered by Worker's Compensation you will be referred to the District's Employee Benefits Specialist for instruction on the proper procedure.

SECTION 12: TRANSPORTATION DEPARTMENT

12.1 Monthly Teacher Drivers

Monthly teacher drivers will accrue sick leave for bus driving. If a teacher driver is not present due to school business, or for whatever reason; they do not get paid.

12.2 Holidays

Each BISD employee is given six (6) paid holidays during one school year. Paid holidays for transportation are Thanksgiving (November 24 & 25), Christmas (December 22 & 23), and Spring Break (March 16 & 17). Personal/Sick leave shall not be used immediately following a school holiday. You must complete a full workday before a holiday and after holiday to get holiday pay.

12.3 Payroll

All BISD hourly employees receive a paycheck every two (2) weeks. All nonexempt employees will be paid for hours worked. Crossing guards are required to turn in their time sheets after their Friday morning shift and then their time sheets verified after their morning shift on Monday. All other employees are required to record their time in the district's time keeping system. All time is reviewed and sent to the Business Office where time is documented and checks are processed. Any questions about payroll or payroll procedures should be brought to the Transportation Office. All paychecks are direct deposited and check stubs will be available electronically through the Skyward Finance System.

NO EXCEPTIONS MADE

Extracurricular trips that result in being gone overnight will have eight (8) hours deducted per night from over all time. This is considered as personal rest time. Extracurricular trips will be paid bi-weekly. This process is the same for summer school. Trip drivers need to allow themselves time to pre-trip, drive and arrive at the campus 15 minutes prior to the departure time.

12.4 Attendance Award

At the end of the school year, a \$100.00 bonus will be awarded to all employees with perfect attendance. Perfect attendance is a worthy goal and attainment is an accomplishment. It is a demonstration of dedication, effort, concern and self-discipline. The awarding of a bonus only serves as a token of recognition and appreciation and does not nearly indicate the true value of perfect attendance.

12.5 Tardiness

Tardiness is considered an unreported day of absence. Three tardies could result in the loss of extracurricular trips, route reassignment or further disciplinary action. This decision will be at the discretion of the Director of Transportation and action may be taken without any other notice.

12.6 Unauthorized People/Pre-School Children

People **not** employed by BISD *are not* to be “visiting” or accompanying employees of BISD on school property or in school vehicles at any time during the day.

Bus drivers will not be allowed to carry their small children on the bus, unless they are enrolled in Belton Public Schools. (BISD realizes that *sometimes* there will have to be exceptions to the rule. On such occasions the bus driver will have to give *advance* notice and need written approval from the Transportation Department.)

12.7 Route Openings/Changes

As route positions come open the route will be posted for the bidding process. Drivers are awarded routes based on seniority and job performance. Drivers must maintain a route a minimum of one semester before bidding on a new route. Occasionally, driver assignments are made to a route by the Transportation Director. If you feel changes need to be made to the route or the time schedule, it is very important you relay this information the Route Supervisor.

12.8 Seniority

If you leave the school District/transportation department, you lose your seniority with the transportation department.

12.9 Reports and Records

School bus drivers, monitors and crossing guards are required to complete certain records and reports. These reports provide necessary information for the overall operation of the school District transportation department. Mileage, counts, student information and timesheets should be complete, neat, accurate, legible and on time. Special needs drivers must maintain an up to date file of each student riding the bus. **By signing a report or record, you are attesting to the fact that it is accurate and correct.**

12.10 Radio Procedures

The radios on the bus should be used for business only.

When using the radio to call another bus; a unit number should be used. To use the radio, take the microphone off the hook and hold it close to your mouth. (It is hard to be understood when there is noise on the bus and you are trying to talk from a distance.) Press the button down firmly, count to two, and then start talking; (otherwise only part of the conversation will be heard.) Hold down the button until you are completely through talking, and then count to two again before you release it. Remember: *The radio is a tool and instrument to be used to aid you in your job.*

In case of a District wide/community emergency, do not announce the information over the radio or listen to AM/FM radio stations announcing the situation. All instructions will be given to you through the Transportation Department as soon as information is available.

If you as a driver feel that one of your students is carrying drugs, you are to call dispatch and report you have a code **BUSTER** and mention which school that student attends. Do not confront the student about it or announce their name over the radio. If you notice or have reason to believe that one of your students is carrying a weapon, call dispatch and inform them that you have a code **RED**. Once again, **do not** confront the student or announce their name over the radio.

VIDEOS

Video/DVRs will only be serviced by video personnel. Driver will be responsible for reporting malfunctioning video equipment at each run. Any video may be viewed by setting up an appointment with video personnel.

12.11 Telephones

Employees will not be allowed to receive or make personal calls during working hours. (*In case of an emergency; please use the phone provided in the break room.*) **Cell phones may not be used at any time for texting or calling while driving a school bus or while students are on board. Crossing Guards may not use their cell phones when they are at their assigned duty location with the exception of an emergency.**

12.12 Eating and Drinking

No one will be allowed to eat or drink (except water) on their buses when students are on board.

12.13 Horseplay

Horseplay and practical joking can result in serious injuries or death. Therefore, anyone engaging in horseplay or practical joking will be subject to discipline or termination.

12.14 Unsafe Driving

Any accident in which an employee receives a citation or is observed driving unsafely will be reviewed by the Director and will result in disciplinary action up to and including termination. The speed limit on the bus lot and any parking facility is 5 mph.

12.15 Traffic Running Loading/Unloading Red Lights

When a vehicle runs the red loading/unloading flashing lights record the following:

1. License plate number
2. Color of vehicle
3. Make of vehicle (ex. Chevy, Ford, Dodge, ETC.)
4. Year Model
5. Fill out the form at the Transportation Dept.
6. **DO NOT** report incident until return to Transportation Department

Employee Handbook Receipt

I hereby acknowledge that the Belton ISD Employee Handbook 2016-2017 is posted online at www.bisd.net for my reference or may be requested from the Human Resources Department. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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 also understand that the complete text of District policies, as well as this employee handbook, may be accessed through the District's web site at www.bisd.net, as outlined in the introduction to this handbook.

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

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

I understand that if I desire a copy I may download the handbook from the Internet or request a copy from the BISD Human Resources Department.

Please sign and date this receipt and return to your campus/department secretary by September 1, 2016.

Signature of Employee

Date

Printed Name of Employee

Campus/Department

INDEX

A

Administering Medication to Students..... 27
 ADMINISTRATION.....6
 Alcohol and Drug Testing.....7
 Arrests and Convictions.....24
 Asbestos Management plan.....26
 Assault Leave.....16
 Associations.....23
 at will.....8
Automatic Payroll Deposit.....10

B

Background Checks.....23
 Bad Weather Closing.....28
 Benefits.....9
 Cafeteria Plan.....11
 Leave.....12
 Retirement.....12
 Supplemental Insurance.....12
 Workers' Compensation.....11, 16
 Bereavement Leave (Funeral).....16
BOARD MEETINGS.....5
BOARD OF TRUSTEES.....5
 Breaks for Expression of Breast Milk.....8
 Building Use.....29
 Bullying.....27

C

Cafeteria Plan.....11
 Certification and Licenses.....7
 Change of Address.....28
 Charitable Contributions.....23
 Child Abuse and Neglect.....21
Child Sexual Abuse.....22
Code of Ethics.....18
 Committees.....9
 Comp time.....10
Compensation.....9
 Complaints and Grievances.....17
 Compliance Coordinators.....26
 Computer use and data management.....24
 Conduct.....17
 Conflict of Interest.....22
Contract
 Employment.....6
 Noncertified Employees.....6
 Nonrenewal.....29
 Copyrighted Materials.....24
 Court Appearances.....16
 Court-Ordered Withholding.....29
 Criminal History.....23

D

Dietary Supplements.....26
 Discrimination
 Employee.....6

Student.....26
 Dismissal
 Contract Employee.....29
 Noncontract Employees.....29
 Dismissal of Non-Contract Employees.....29
 District Communications.....17
 Drug testing.....7
 Drug-abuse prevention.....21
 Drugs, psychotropic.....27

E

Electronic communications.....25
 Emergencies.....28
 Employee
 Conduct and Welfare.....17
 Involvement.....9
 Recognition.....17
 Employee Arrests and Convictions.....24
 Employee Dress Code.....19
 Employee Handbook Receipt.....36
 Employee Involvement.....9
Employment
 After Retirement.....7
 At-Will.....6
 Contract.....6
 Non-Contract.....6
 Outside.....9
 Equal Educational Opportunities.....26
 Equal Employment Opportunity.....6
 Every Student Succeeds Act.....8
 Exit Interviews and Procedures.....30

F

Family and medical leave.....14
 Firearms.....24
Fraud and Financial Impropriety.....22

G

General Procedures.....28
 Gifts and Favors.....23
 Grievances.....17

H

Handbook.....5
 Distribution.....36
 Harassment
 Employee.....20
 Students.....20
 Hazing.....27
 Health Insurance.....11
 Health Safety Training.....7

I

Identification Badges.....23
 Insurance.....11

Supplemental	11
Unemployment	11
Internet Use	24

J

Job Vacancy Announcements	6
Jury Duty	16

L

Leave	12
Accrual	12
Assault	16
Bank	13
Bereavement	16
Court Appearances	16
Discretionary	13
Family and Medical	14
Jury Duty	16
Local	13
Military	16
Nondiscretionary	13
Personal Leave	13
Sick	13
Temporary Disability	13
Temporary Leave	13
Workers' Compensation	16
Leaves and Absences	12
Local FMLA Provisions	15
Local Leave	13

M

Maltreatment of Children	22
Medications – administering to students	27
Military Leave	16
MISSION STATEMENT	5

N

Name and Address Changes	28
Non-Renewal of Contract	29
Notification of Parents Regarding Qualifications	8

O

Outside Employment and Tutoring	9
Overtime Compensation	10

P

Parent and Student Complaints	28
Paychecks	9
Payroll Deductions	10
Performance Evaluation	8
Personal Leave	13

Personal Use of Electronic Media	25
Personnel Records	28
Pest Control Treatment	26
Possession of Firearms and Weapons	24
Psychotropic Drugs	27
Purchasing Procedures	28

R

Reassignments	7
Reporting Crime	22
Resignations	29

S

Safety	23
Salaries	9
SCHOOL CALENDAR	6
School Nutrition	30
Catering Rate of Pay	30
Identification Badges	31
Left Over Food	31
Meal Allowance	30
Transfer-employee request	31
Work Schedules and Payroll Information	30
School Nutrition Visitors	31
Sick Leave	13
Sick Leave Bank	13
Staff Development	9
Standards of Conduct	17
Student Discipline	27
Student Records	27
Substitutes	17
Support Services Department	31, 34

T

Tax-sheltered annuities	12
Teacher Retirement	12
Temporary Disability	13
Tobacco Products and E-Cigarette Use	23
Transportation Department	34
Travel expense	11

U

Unemployment Compensation	11
---------------------------------	----

V

Visitors in the Workplace	24
---------------------------------	----

W

Workers' Compensation	11
Workload and Work Schedules	8

APPENDIX

Insert school calendar after convert to PDF

EMPLOYEE TRAVEL VOUCHER INSTRUCTIONS

Day Travel / Purchase order not required for pre-payment:

1. Complete the travel voucher with employee vendor number*, budget account information, and all estimated travel costs. Attach a copy of registration materials or meeting verification.
2. Obtain supervisor's signature and forward to the Business Office for Approval.
3. The approved travel voucher will be returned to the employee to authorize the travel.
4. Upon return from the trip, sign the travel voucher to request reimbursement for mileage and attach receipts for any meals or other approved reimbursable expenses. Keep a copy and return the rest to Accounts Payable for payment processing.

Day Travel / Purchase order required for pre-payment:

1. Complete the travel voucher with employee vendor number*, budget account information and all estimated travel costs. Attach a copy of registration materials or meeting verification.
2. Obtain supervisor's signature and forward to the Business Office for Approval.
3. The approved travel voucher will be returned to the employee to authorize the travel.
4. A purchase order requisition may then be entered for any pre-paid expenses.** Include the Travel Request # from the travel voucher on the purchase order. When the purchase order is received from purchasing it should be approved by the supervisor and sent to Accounts Payable for payment processing.5. Upon return from the trip sign the Travel Voucher to request reimbursement for mileage and attach receipts for any meals or other approved reimbursable expenses. Keep a copy and return the rest to Accounts Payable for payment processing.

Overnight Travel:

1. Complete the travel voucher with employee vendor number*, budget account information and all estimated travel costs. Attach a copy of registration materials or meeting verification.
2. Obtain supervisor's signature and forward to the Business Office for Approval.
3. The approved travel voucher will be returned to the employee to authorize the travel.
4. Purchase order requisitions may then be entered for any pre-paid expenses.** These expenses may include lodging, registration, airfare or others. When the purchase orders are received from purchasing they should be approved by the supervisor and attached to the travel voucher form. Send the travel voucher and all purchase orders together to Accounts Payable for payment processing. Keep a copy of the travel voucher for your records.
5. Checks will be mailed to pre-pay these expenses or held for pick-up at the accounts payable office according to any specific instructions written on the purchase orders.
6. Upon return from the trip send receipts for all travel related expenses other than mileage to Accounts Payable. It is not necessary to return receipts for meals if meal reimbursement was approved on a per diem basis. If meals were not approved on a per diem basis then all receipts for meals must be submitted for reimbursement. Reimbursement for those meals will be actual cost up to the amount of the per diem rate for that meal.

* An employee must have a vendor number to receive payment from the District for travel costs. The person who enters the purchase order requisition should have this information. If the employee doesn't have a number one can be requested from the purchasing department.

** Purchase orders are entered into the finance system at the campus or department and issued by the purchasing department.

**BELTON INDEPENDENT SCHOOL DISTRICT
TRAVEL REQUEST/EXPENSE VOUCHER**

VENDOR # _____

BISD 08/18/2008

NAME _____ CAMPUS/DEPT _____ POSITION _____

MEETING _____ DESTINATION _____ TRAVELING WITH _____

DEPARTURE DATE: ___/___/___ TIME: ___:___ AM/PM RETURN DATE: ___/___/___ TIME: ___:___ AM/PM

DAY TRAVEL **OVERNIGHT** Overnight Advance Requested Yes No

BUDGET ACCOUNT INFORMATION

	MEAL ALLOWANCE	Description of Cost	Estimated Expense	Actual Expense
--	----------------	---------------------	-------------------	----------------

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	X \$	Total	_____ Miles @ \$.50	\$	\$
	Breakfast								\$6			
										Lodging	\$	\$
Lunch								\$10		Meals	\$	\$
										Registration/Fees	\$	\$
Dinner								\$12		Airfare	\$	\$
Grand Total										Other	\$	\$
										Total	\$	\$

PO INFORMATION

<p align="center">REGISTRATION</p> <p>Amount: \$ _____ PO #: _____ Vendor # _____</p> <p>Payable to: _____</p> <p>Address: _____</p> <p>City/ST/Zip: _____</p>	<p align="center">LODGING</p> <p>Amount \$ _____ PO #: _____ Vendor # _____</p> <p>Payable to: _____</p> <p>Address: _____</p> <p>City/ST/Zip: _____</p>
---	---

AUTHORIZATION FOR TRAVEL

Employee Date

Principal or Department Head Date

Business Manager Date

Assistant Superintendent* Date

*For out-of-state travel

**REQUEST FOR PAYMENT FOR DAY TRAVEL
MILEAGE OR OTHER REIMBURSEMENT**

I certify that these expenses are true and correct to the best of my knowledge and beliefs.

Employee Date

DO NOT SIGN UNTIL AFTER TRAVEL IS COMPLETE

INSTRUCTIONS FOR TRAVEL REQUEST/EXPENSE VOUCHER

Prior to Travel
Complete the travel voucher with budget account information and all estimated costs. Attach a copy of registration forms or meeting verification. Obtain supervisor's signature. Forward to the Business Office for approval.

Upon Return
For day-travel or overnight travel not prepaid, sign the Travel Voucher and attach receipts to request reimbursement for mileage, meals, or other approved reimbursable expenses. Keep the pink copy and return the rest to Accounts Payable for payment processing. For overnight travel approved for a per diem, return receipts to Accounts Payable for all expenses except meals.

Non-Duty Days

Twelve Month (226+ Day) Employees:

In order to track the use of non-duty days, all twelve-month (226 day) employees are required to take their non-duty days prior to August 1st of each year. The exact number of non-duty days will be determined by the school calendar as adopted by the Board of Trustees.

Exceptions:

Twelve-month employees that leave the District must take their non-duty days prior to June 30th or by the end of their contract, whichever comes first. Specified District-wide administration staff such as directors, executive directors or assistant superintendents whose duties require their presence throughout the summer may be allowed to take their non-duty days at another time with the prior written approval of the Assistant Superintendent for Student Services and Administration.

All twelve-month employees shall submit vacation requests through the automated attendance reporting system for supervisor approval. They shall also submit a calendar detailing their schedules for the summer months.

Administrators and Directors are responsible for approving non-duty day requests from their immediate staff members. Administrators/Directors are responsible for maintaining the proper documentation on each employee under their direct supervision.

The number of non-duty days may change from year to year due to changes in the school calendar or other actions of the Board of Trustees. Non-duty days are days in excess of the 226 days of service required in the contract to which the administrator and the District agreed.

Belton Independent School District: Absence-From-Duty Request/Report

For discretionary leave (leave scheduled in advance), this form must be submitted for approval prior to the time you are requesting to be absent from duty. Form must be submitted upon return for all non-discretionary leave (emergency or sudden leave). Leave requests will be granted in accordance with board policy DEC

- According to policy, discretionary leave may not be taken for more than five (5) consecutive days. No more than five (5) days may be used in any semester.
- Absences of more than five (5) days for non-discretionary leave must have medical documentation. Contact the Human Resources Department if you are going to be absent more than five (5) consecutive days for non-discretionary leave.

Name:	Position:
Department/Campus:	Date:
Type of leave: <input type="checkbox"/> Discretionary (complete sections 1 & 3) <input type="checkbox"/> Non-discretionary (complete sections 2 & 3) Substitute Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION 1: Complete for discretionary leave requests	
Note: Discretionary leave may not be taken for more than 5 consecutive days. No more than 5 days may be used in any semester	
Date(s) of absence:	Total days absent:
SECTION 2: Complete for non-discretionary leave requests	
Date(s) of absence:	Total days absent:
Type of non-discretionary leave: <input type="checkbox"/> Personal illness or medical appointment. Is illness or injury work-related? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Leave to care for a newborn child or for placement of a child. <input type="checkbox"/> Illness or medical appointment in family. Specify relationship: _____ <input type="checkbox"/> Jury duty or subpoena (attach documents). <input type="checkbox"/> Assault leave <input type="checkbox"/> Death in family. Specify relationship: _____ <input type="checkbox"/> Emergency. Specify: _____ <input type="checkbox"/> Other	
SECTION 3: Sign and submit form for approval	
Employee Signature: _____	Date: _____
Principal/Supervisor Signature: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: _____
*****For absences of more than five (5) consecutive days send to Human Resources Department*****	
Date Received in HR Department: _____	
Human Resources Signature: _____	Date: _____
Leave status: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Form # 98-9-14 *See section 4 of the Belton ISD Employee Handbook for additional information	



BELTON INDEPENDENT SCHOOL DISTRICT
LEVEL ONE
EMPLOYEE COMPLAINT/GRIEVANCE FORM

To file a complaint or grievance, please fill out this form completely and attach any supporting documentation in accordance with DGBA (LOCAL). Once completed, please provide a copy by hand delivery, fax, or U.S. Mail to the appropriate administrator within 15 days from the date you first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance. For detailed information about the grievance process, please refer to DGBA (LOCAL).

1. Name & Phone # _____

2. Position/Campus _____

3. The date of the decision or action giving rise to this complaint: _____

4. Please describe the decision or action giving rise to your complaint. Use additional pages if necessary.

5. Explain specifically how you were harmed or injured by the facts that you provided in response to question 4 above.

6. Explain your efforts to informally resolve your complaint including with whom you spoke, when you met, and the response you received. If you did not attempt an informal resolution to this problem, please give a detailed explanation why not.

7. Identify the outcome or remedy you seek for this complaint:

Employee Signature

Date

Name & Address of representative, if any:

Telephone #: _____



BELTON INDEPENDENT SCHOOL DISTRICT
LEVEL TWO
EMPLOYEE APPEAL FORM

Complete this form to appeal a Level One decision, or lack thereof, in accordance with DGBA (LOCAL). Once completed, please provide a copy by hand delivery, fax, or U.S. Mail to the Superintendent within 10 days from the date of the written Level One response or, if no response was received, within 10 days of the Level One response deadline. For detailed information about the appeal process, please refer to DGBA (LOCAL).

1. Name, Address & Phone # _____

2. Administrator who held Level One conference _____

3. Administrator who made the Level One decision _____

4. Date of the Level One decision, or, if no decision was made, deadline for the Level One response: _____

5. Attach a copy of the Level One decision and identify the part(s) of the Level One decision that you want the Superintendent (or his/her designee) to review and why.

6. Attach the documents upon which you relied at Level One (if any) and explain how they support your position in this appeal.

7. Identify the outcome or remedy you seek for this appeal:

Employee Signature

Date

Name & Address of representative, if any:

Telephone #: _____



**BELTON INDEPENDENT SCHOOL DISTRICT
LEVEL THREE
EMPLOYEE APPEAL FORM**

Complete this form to appeal a Level Two decision, or lack thereof, in accordance with DGBA (LOCAL). Once completed, please provide a copy by hand delivery, fax, or U.S. Mail to the Superintendent within 10 days from the date of the written Level Two response or, if no response was received, within 10 days of the Level Two response deadline. For detailed information about the appeal process, please refer to DGBA (LOCAL).

1. Name, Address & Phone # _____

2. Administrator who held Level Two conference _____

3. Administrator and made the Level Two decision and the date of the Level Two conference _____

4. Date of the Level two decision, or, if no decision was made, deadline for the Level Two response: _____

5. Attach a copy of the Level Two decision and identify the part(s) of the Level Two decision that you want the Board of Trustees to review and why.

6. Attach the documents upon which you relied at Level Two (if any) and explain how they support your position in this appeal.

7. Identify the outcome or remedy you seek for this appeal:

8. Do you want the Board to hear this appeal in open session? _____
If so, the Board will consider your request; however you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

9. Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

Employee Signature

Date

Name & Address of representative, if any:

Telephone #: _____



BELTON INDEPENDENT SCHOOL DISTRICT FFH & FFI (LOCAL) REPORT FORM

To file a report of prohibited conduct as set forth in FFH and/or FFI(LOCAL) policies, please fill out this form completely. Once completed, please provide a copy by hand delivery, fax, or U.S. Mail to your campus principal as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report any prohibited conduct may impair the District's ability to investigate and address the incident. For detailed information about the report process, please refer to FFH and FFI(LOCAL) policies. NOTE: This is not a complaint as allowed by FNG(LOCAL), but only a report of prohibited conduct.

1. Name of Student _____

2. Name of person making this report: _____

3. Campus/Grade _____

4. The date of the conduct or event giving rise to this report: _____

5. Please describe the discrimination, harassment, bullying and/or retaliation which you believe constitutes conduct prohibited by FFH and FFI(LOCAL). Please include where the incident occurred, when it occurred, and what was said or done, specifically. Use additional pages if necessary.

6. Identify any witnesses to the prohibited conduct.

Student/Parent Signature

Date

Belton Independent School District Employee Acceptable Use Policy (“AUP”)

The District offers a technology infrastructure (hereinafter referred to as the “DTI”) that supports the teaching, learning and productivity of students, staff, and administrators. Employees are provided employee-specific user and email accounts and access to the DTI in order to conduct the business of the District. Employees will be held responsible for the proper use of the DTI as set forth in this AUP, the District’s Employee Handbook and Board policy. The DTI is not private and is subject to the Texas Public Information Act. Employees’ use of technology may be monitored by District administrators to ensure proper use.

The DTI includes:

- Any and all District-owned client devices, networked or stand-alone and all attached peripherals, including, but not limited to modems, keyboards, monitors, printers, and scanners;
- Any and all network hardware and all devices attached to the District network including, but not limited to servers, phones, time clocks, and surveillance equipment; and
- Any and all computer program software and/or subscriptions licensed to the District.

Employees are prohibited from connecting personal routers, switches, wireless access points, or any other kind of network devices other than client devices, without the authorization of the District’s Technology Department.

User and Email Accounts:

- Ensuring equipment password is protected to the following standard (at least eight characters long, one uppercase, one lowercase, one number, and one special character (!@#\$...); change the password once every 90 days.
- User and email account passwords may not be shared with anyone, including other employees, family members or dependents.
- Devices should not be unattended unless powered down or password-protected by locking the computer (ctrl-alt-delete, lock this computer).
- User and email accounts should not be used for personal correspondence or business, to promote religious, political or other personal positions, or advertise any product or other “for profit” business.
- Email accounts should not be used to transfer large files such as high resolution graphics, photos or videos.
- Email communication should be professional and courteous and in accordance with the Texas Educator Code of Ethics. Signature blocks should be limited to name and contact information with standard black fonts, and background graphics such as stationery, borders, stripes or other images are discouraged.

DTI Use:

- Employees may access the DTI for personal use as long as such use imposes no tangible cost to the District, does not burden the DTI, and has no adverse effect on an employee’s job performance or student achievement.
- Employees are prohibited from transmitting any material in violation of any state or federal laws, including, but not limited to, copyrighted material or threatening or obscene material.
- Employees are prohibited from using any part of the DTI to engage in or facilitate illegal activity.
- Employees are prohibited from creating or intentionally obtaining and/or distributing files, data and/or email that contain objectionable material. Objectionable material includes, but is not limited to, lewd or foul language or images, material that is abusive, threatening, harassing or damaging to another’s reputation, or information to assist in technology theft or misuse.
- Employees are prohibited from intentionally accessing objectionable material on the Internet. Unintentional access to objectionable material should be reported to the employee’s supervisor.
- Employees may not produce or distribute political advertising that advocates for or against a position or candidate.
- Employees may not use promote a personal business and/or for personal gain.
- Employees are prohibited from downloading and/or installing unapproved files or software, and will be expected to respect copyright laws.
- Employees may not intentionally obtain copies of, modify or distribute data that belongs to someone else without permission.
- Employees shall not attempt to write, produce, copy, propagate or introduce any computer code designed to self-replicate, damage, change or otherwise hinder the performance of any computer’s memory, file system, or software, also known as a “bug,” “virus,” “worm,” or “Trojan.”
- Employees shall not bypass District security measures by any means.
- Employees must maintain all District files and data in the DTI, especially student education records and sensitive personal information as defined by District policy. District data stored any place other than in the DTI is at risk, and the employee will be held responsible for such data’s loss or compromise.

Inappropriate Use:

The use of the District technology network and Internet services is a privilege, and inappropriate use will result in cancellation or suspension of this privilege and/or disciplinary action in accordance with District policies.

EQUIPMENT USAGE AGREEMENT BELTON INDEPENDENT SCHOOL DISTRICT
--

Upon receipt of the District Equipment identified below, Employee agrees:

- To use the Equipment in accordance with the District’s Acceptable Use Policy as found in the Employee Handbook;
- To make the Equipment available to representatives of the District upon request;
- To submit the Equipment to District Technology staff for any and all repair;
- To keep the Equipment’s data password protected, to frequently change the password, and to never share the password with anyone;
- To not allow anyone else to use the Equipment;
- To maintain all software loaded on the Equipment at the time of delivery to the Employee;
- To not add, alter, delete or copy any software loaded on the device without approval from District Technology staff; and
- To run Antivirus and system software updates while the Equipment is in the Employee’s care.

Employee acknowledges that the District owns and shall retain title to the Equipment, and that the Employee may be held responsible for the cost of loss or damage to the Equipment while it is in the Employee’s possession.

If the Employee fails to return the equipment by the date designated by the District, the Employee agrees to pay the District the fair market value of the Equipment, unless the device has been stolen and a police report has been filed. The District may in its sole discretion, deduct such debt from the Employee’s salary in order to satisfy the Employee’s obligation to the District.

Employee acknowledges that the following Equipment has been delivered:

Equipment Make/Model: ()	Printed Name of Employee:
Serial #:	Employee ID #:
Charger: Yes / No	Employee’s Signature:
Mobile Device: ()	Campus Name:
Serial #:	Date of Checkout:
Mobile Device Charger: Yes / No	Date of Return:

List all other peripherals below (keyboard, external drives):

Campus Administrator/Designee Signature:

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

Note: This policy addresses discrimination, harassment, and retaliation involving District employees. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

DEFINITIONS	Solely for purposes of this policy, the term “employees” includes former employees, applicants for employment, and unpaid interns.
STATEMENT OF NONDISCRIMINATION	The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.
DISCRIMINATION	Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.
HARASSMENT	<p>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:</p> <ol style="list-style-type: none">1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;2. Creates an intimidating, threatening, hostile, or offensive work environment; or3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.
EXAMPLES	Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; or display of graffiti or printed material promoting racial, ethnic, or other stereotypes.
SEXUAL HARASSMENT	<p>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:</p> <ol style="list-style-type: none">1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. 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

Examples of sexual harassment may include 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 contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

When based on the fact that the employee made a claim alleging discrimination or harassment, or makes a report or participates in an investigation regarding discrimination or harassment, examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy.

REPORTING
PROCEDURES

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. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

ADA / SECTION 504 COORDINATOR	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]
SUPERINTENDENT	The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.
ALTERNATIVE REPORTING PROCEDURES	<p>An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
TIMELY REPORTING	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.
NOTICE OF REPORT	Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.
INVESTIGATION OF THE REPORT	<p>The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.</p> <p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</p> <p>If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.</p> <p>The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the</p>

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

	<p>allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
CONCLUDING THE INVESTIGATION	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.</p>
DISTRICT ACTION	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.</p> <p>The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.</p>
CONFIDENTIALITY	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</p>
APPEAL	<p>A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.</p> <p>The complainant may have a right to file a complaint with appropriate state or federal agencies.</p>
RECORDS RETENTION	<p>Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]</p>
ACCESS TO POLICY	<p>This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.</p>

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

COMPLAINTS	In this policy, the terms “complaint” and “grievance” shall have the same meaning.
OTHER COMPLAINT PROCESSES	<p>Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:</p> <ol style="list-style-type: none">1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.4. Complaints concerning instructional materials shall be submitted in accordance with EFA.5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.
NOTICE TO EMPLOYEES	The District shall inform employees of this policy through appropriate District publications.
GUIDING PRINCIPLES INFORMAL PROCESS	<p>The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p> <p>Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.</p>

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

DIRECT COMMUNICATION WITH BOARD MEMBERS	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
FORMAL PROCESS	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
FREEDOM FROM RETALIATION	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
WHISTLEBLOWER COMPLAINTS	Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]
COMPLAINTS AGAINST SUPERVISORS	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
GENERAL PROVISIONS FILING	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
SCHEDULING CONFERENCES	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

RESPONSE	<p>At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s e-mail address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
DAYS	<p>“Days” shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
REPRESENTATIVE	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
COSTS INCURRED	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

COMPLAINT AND
APPEAL FORMS

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refileing is within the designated time for filing.

AUDIO RECORDING

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the con-

ference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

LEVEL THREE

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board

with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.