



**EMPLOYEE  
HANDBOOK**

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# FOREWORD

The purpose of this handbook is to provide useful information to employees concerning Carrollton-Farmers Branch Independent School District personnel policies, practices, procedures, and benefits that will help pave the way for a successful year. This handbook is neither a contract nor a substitute for the official District policies. Nor is it intended to alter the at-will status of non- contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures. The official District policies are located online at the District website located at [www.cfbisd.edu](http://www.cfbisd.edu) and are accessible for review at any time. District policies are subject to change at the discretion of the Board of Trustees at any time. Campus or departmental procedures and regulations are subject to change at the discretion of the Administration. Any District policy and procedure changes shall supersede any handbook provisions that are not compatible with the change. Campus or departmental procedures and regulations should not conflict with the information provided in this handbook, but they should enhance or expand.

All of us must comply with reasonable rules intended to make us effective employees. Everyone is expected to do his/her share to create and maintain a pleasant, safe, and drug-free working environment. Please read this handbook carefully. It is your responsibility to familiarize yourself with the contents of this handbook and to abide by the standards, policies, and procedures defined or referenced in this document. As the district provides updated policy information, it is your responsibility to read and abide by the changes. Your understanding of the information in this handbook and your suggestions for future improvements are essential for continuing the high quality of education provided by the Carrollton-Farmers Branch Independent School District. It is your responsibility to contact your principal/supervisor if you have any questions, concerns, or need further explanation of information presented in this handbook. Suggestions for additions and improvements to this handbook are welcome and may be sent Dr. Derrell Coleman, Chief of Staff, at the Administration Building.

# ACCEPTABLE USE POLICY

## CARROLLTON-FARMERS BRANCH ISD ACCEPTABLE USE FOR TECHNOLOGY RESOURCES EMPLOYEE USER POLICY

The Carrollton-Farmers Branch Independent School District's ("C-FB ISD" or "District") Acceptable Use for Technology Resources Policy is to prevent unauthorized access and other unlawful or improper activities by users online, prevent unauthorized disclosure or access to sensitive or confidential information, ensure appropriate use of technology resources, and to comply with the Child's Internet Protection Act. As used in this policy, "user" includes anyone using personal electronic devices (as permitted by District policy and handbooks) and the District's technology resources, including computers, Internet, e-mail, chat rooms, wireless network, and other forms of direct electronic communications or equipment provided by the District. Only current students, employees, officers, volunteers, and authorized visitors of the District are permitted to use the District's technology resources and network.

The District provides technology resources, including the use of personal electronic devices, to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence within the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to many different technology resources and people from all over the world, there comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. The District firmly believes that the value of information, interaction, and research capabilities available (including, but not limited to, e-mail, the Internet, and social media) outweighs the possibility that users may access or obtain material that is not consistent with the educational goals of the District.

Proper behavior, as it relates to the use of technology resources, is no different than proper behavior in all other aspects of C-FB ISD activities. All users are expected to use all technology resources in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to technology resource usage and is consistent with District policy.

It is important that staff members review this policy and accept via Safe Schools.

### **DEFINITIONS**

*Social Media*: The interactive use of online resources including, but not limited to, Facebook, YouTube, Twitter, MySpace, Ning, Google Apps, Skype, chat rooms, wikis, and blogs.

*Personal Electronic Devices*: Technology resource devices not owned by C-FB ISD.

*Digital Content*: Products available in digital form. It typically refers to music, information, and images that are available for download or distribution on electronic media.

*Hack or Hacking*: To re-configure or re-program a system to function in ways not facilitated by the owner, administrator, or designer.

*Copyrighted*: The legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

*Computer Virus*: A computer program that can copy itself and infect a computer. It is also being used as a catch-all phrase to include all types of malware, adware, adware, and spyware programs that do not have the reproductive ability. Malware includes computer viruses, worms, Trojans, most rootkits, spyware, dishonest adware, crimeware, and other malicious and unwanted software, including true viruses. Viruses are vulnerabilities to spread itself automatically to other computers through networks, while a Trojan is a program that appears harmless but hides malicious functions. Worms and Trojans, like viruses, may harm a computer system's data or performance. Some viruses and other malware have symptoms noticeable to the computer user, but many are surreptitious and go unnoticed.

*Technology Resources*: Any and all mass storage media, online display devices, computers, computer printouts, and all computer-related activities involving any device capable of receiving e-mail, browsing websites, receiving, storing, managing or transmitting data, including, but not limited to, mainframes, servers, personal computers, notebook computers, laptops, hand-held computers, computer tablets, smart phones, Personal Digital Assistant (PDA), pagers, distributed processing systems, telecommunication devices, network environments, telephones, fax machines, and printers. Technology resources also includes the procedures, equipment, facilities, software and data that is designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information sometimes confused with computer worms

and Trojan horses, which are technically different. A worm can exploit security

## **STAFF RESPONSIBILITIES FOR USE OF TECHNOLOGY RESOURCES**

- The District believes that the benefits to educators and students from access to the Internet and other online services, in the form of information resources and opportunities for collaboration far exceed any disadvantages of access. Teachers need to model and effectively use technology resources as part of the teaching and learning process in their instructional planning and in their collegial networking. Access to District technology resources provides potential opportunities for educational benefit. The District has no reasonable means to control the content of communications or information disseminated on the Internet or other online services. In an effort to filter out inappropriate sites, the District has purchased and implemented an Internet filtering product. Although no product is 100% foolproof, this program is a proven Internet filtering product that is updated daily.
- In accordance with the federal Children's Internet Protection Act (CIPA), (Pub. L. 106-554), all desktop computers, laptops, tablets, and wireless devices that utilize the District network, will be filtered by a centralized filtering appliance. This filtering appliance is set to screen out sites which may reasonably be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub. L. 106-544. The District has the ability to monitor the online activities of students and staff through direct observation and/or technological means to ensure that students and staff are following the guidelines and policies set forth by the District.
- The principal of each school that affords staff access to District technology resources shall cause accurate records to be maintained that include a consent form signed by each staff member who wishes communications network access. It is the responsibility of the principal or other building administrator to review and reinforce this policy with staff.
- Termination of Access—The Chief Technology Officer and the Chief of Staff shall cause the termination of individual access if a staff member leaves the District or violates the provisions of this policy.
- Because pornography, defamatory or inaccurate information, or information that is offensive may be accessed through the Internet or other online services, and because unlawful or inappropriate communications may serve as a basis for criminal and/or civil liability, as well as corrective or disciplinary action, up to and including termination, it is necessary that District staff use good judgment in the use of District technology resources and adhere to the provisions of this policy.

## **DISCLAIMERS**

Employees with access to District technology resources must understand that such access has been developed to support the District's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, the District makes no warranties with respect to technology services, and the District specifically assumes no responsibilities for:

1. The content of any advice or information received by a staff member from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;
2. Any costs, liability or damages caused by the way the staff member chooses to use his/her access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the Control of the District;
4. The privacy of electronic mail or an individual's search history, which cannot be guaranteed;
5. The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its technology resources provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any staff arising out of the use of the District's technology resources. By signing this policy, staff is taking full responsibility for their use of the District's technology resources, and any resulting losses, costs, claims, or damages;
6. The District assumes no responsibility for damages, direct or indirect, for the use of the Internet. This includes, but is not limited to, damage to personal electronic devices or equipment caused by virus-laden material downloaded from any Internet site. Users are encouraged to purchase and use a virus detection program on their personal electronic devices; and
7. Users should be aware that the Internet is not a secure medium. It is possible for third parties to obtain information regarding an individual user's search activities. Users should be very cautious about providing personal information over the Internet.



## **NETIQUETTE**

All users are expected to abide by the generally accepted rules of network etiquette (also known as “netiquette”). These rules include, but are not restricted to, the following:

1. **BE POLITE AND USE APPROPRIATE LANGUAGE:** Remember that you are a representative of the District on a non-private system. You may be alone using a technology resource, but what you say and do on your computer can be viewed globally. You should not submit, publish or display any defamatory, inaccurate, racially offensive, discriminatory, abusive, obscene, profane, sexually oriented, harassing or threatening materials or messages either public or private.
2. **PRIVACY:** Do not reveal any personal or confidential information about yourself or other persons (including, but not limited to, home address, personal phone numbers, photographs, last name, credit card numbers or social security numbers).

Users should have no expectation of privacy regarding their use of District property and technology resources. In general, communications or transmissions made through technology resources should never be considered private or confidential. The District reserves the right to monitor the use of its network and all technology resources as it deems necessary to ensure the safety and integrity of its network, diagnose problems, investigate reports of illegal or impermissible activity, and ensure user compliance with state and federal laws and the District’s policies. In addition, users should be aware that the District will comply with lawful orders of courts, such as subpoenas and search warrants. The District is also subject to the Texas Public Information Act which may require disclosure of information transmitted through its technology resources, including e-mail communications.

3. **ELECTRONIC MAIL, OTHER FORMS OF DIRECT ELECTRONIC COMMUNICATION, AND SOCIAL MEDIA:**
  - a. All users of any electronic mail, other forms of direct electronic communication or social media, either provided by the District, or transmitted through the District’s technology resources, are required to comply with this Acceptable Use Policy.
  - b. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.
  - c. Electronic communications by District employees, volunteers, and staff should be consistent with the District’s professional standards of conduct.
4. **DISRUPTIONS:** Do not use the District network in any way that would disrupt use of the network by others.
5. **OWNERSHIP:** Any data or communication placed on District equipment will become the property of the District. Intellectual property created solely for the purpose of satisfying a course requirement and/or contributing to their student learning is owned by the creator.
6. **VANDALISM:** Any attempt to alter or destroy data of another user will be subject to disciplinary or corrective action in accordance with District policy.
7. **ACCOUNTABILITY:** Users are responsible for the proper use of their system accounts, passwords and District-issued technology resources. Users must control unauthorized use of their accounts, passwords and District-issued technology resources. Users should not provide their password to any person, unless authorized or directed by the District. If you permit someone else access to your account, password, or District-issued technology resources, you may be held responsible for any improper, illegal or destructive activity done by that person. Do not give others access to District technology resources unless they are authorized and authenticated to do so. Users may not extend access to District technology resources to others without permission from the District.

If you believe that your account, password or District-issued technology resource may have been stolen, hacked, or

compromised, you must immediately report it to the District's Technology Department.

## **DUTIES AND RESPONSIBILITIES**

By signing this Consent Form, each employee agrees to the following duties and responsibilities:

1. I will follow and remain current on the District Web Presence Guidelines (District procedure on developing and maintaining a website and its links), realizing that as a user of District communications resources, I am held to the same standards whether the information being accessed is school-related or personal.
2. I will store only work-related files on District servers (shared network drives).
3. I will install on my computer (or cause to be installed) only job-related application software and realize that only District-approved software will be supported.
4. I will not attempt to access or install unlicensed, inappropriate, or unapproved software or technology.
5. I will not retrieve or send unethical, illegal, immoral, inappropriate, or unacceptable information of any type.
6. I will follow the rules of "netiquette" which includes the use of appropriate language and polite responses.
7. I will not use the District technology resources to create, send, or post electronic messages or communications that are abusive, profane, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
8. I will not use District technology resources for my personal, commercial or financial gain which includes using a District computer for purposes of gambling, or to otherwise conduct business that is unauthorized.
9. I understand that information received online is not private property and is subject to the scrutiny of the network administrators.
10. I will not plagiarize information received in any form. I understand that I must model ethical and legal use of intellectual property for students and other staff.
11. I will not violate or infringe upon the intellectual property, copyrighted or trademarked rights of another.
12. I will not use another person's account or share my password with anyone else.
13. I will not engage in unauthorized attempts to circumvent passwords or obtain access to passwords or other security-related information.
14. I will not disclose any other user's password to others or allow another individual to use another's system account.
15. I will not participate in "hacking" activities or any form of obtaining or attempting to obtain unauthorized access to other computers, networks, or information systems, including attempts to circumvent passwords or otherwise obtain access to account access information or other security-related information.
16. I will not attempt to access, alter, interfere with, damage, or change network configuration, security, passwords, or individual accounts of another without written permission from the C-FB ISD Technology Department.
17. I will not attempt to upload, create, or transmit computer viruses.
18. I will not attempt to alter, destroy, hack, or disable District computer equipment, District devices, District data, personal electronic devices, the data of others, or other District networks and technology resources, including while off school property.
19. I will not use any District technology resource or personal electronic device to record (audio or visual) classroom instruction or testing for personal, non-educational, or non-instructional purposes.

20. I will not attempt to bypass or disable the security built into the system, the District's Internet filter, or software, and I recognize that doing so will result in immediate cancellation of my privileges.
21. I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network.
22. I will not use the access provided to the District's technology resources for illegal purposes of any kind.
23. I will not send blanket mails or chain letters to District staff over the District's network.
24. I will supervise student use of District technology resources, including my own classroom computer.
25. I have also read and understand the student Acceptable Use Policy (AUP) and that while student recreational games and instant messaging are prohibited—gaming authorized by teachers for educational goals is permissible.
26. I will not knowingly allow students access to the Internet whose parents have denied Internet access.
27. I will not use the District's technology resources to transmit threatening, obscene, or harassing materials.
28. In any District-linked web presence I will clarify that the views I express are mine and do not necessarily reflect those of C-FB ISD.
29. I understand that if I have cause to believe that a colleague is misusing communications resources, I should report that concern to my immediate supervisor.
30. I understand and agree that if I access and/or download student or personnel information onto a personal electronic device (e.g., a technology resource device that is not owned by C-FB ISD such as a smart phone, tablet, laptop, etc.), I am required to maintain the confidentiality of this information.
31. I understand and agree that if I store student or personnel information on a personal electronic device, this information must be stored in the District-approved storage service site, SharePoint. I understand that I am not permitted to store this information in any other storage service site.
32. By signing this waiver and consent, I understand and agree that C-FB ISD will not be held responsible if I participate in conduct which is prohibited by this policy. I further understand that I may be subject to corrective or disciplinary action, up to and including termination, should I violate the terms of this Acceptable Use Policy.

I understand that District Board Policy also prohibits harassment, bullying, retaliation, discrimination, and other conduct that creates a hostile working or educational environment for an individual. This prohibition extends to the use of the District's technology resources. If a staff member feels he or she is being harassed, bullied, retaliated or discriminated against, or otherwise being subjected to illegal or inappropriate conduct through the District's technology resources, he or she should immediately report it to the District.

I also understand that the unacceptable uses identified and referenced above serve as examples of inappropriate conduct which violate this policy and the unacceptable uses noted above are in no way intended to be an exhaustive account of all prohibited conduct or activities which subject a staff member to disciplinary or corrective action in accordance with applicable District policy, handbooks, and rules. The District reserves the right to determine whether a violation of this policy has occurred on a case-by-case basis in keeping with the purpose of this policy. Additionally, the District reserves the right to take immediate disciplinary or corrective action against a staff member that engages in conduct that: (i) creates security or safety issues for the District, students, employees, schools, networks, or technology resources, or (ii) is determined to be inappropriate or inconsistent with District policy or law.

The absence of a signed acknowledgment does not excuse compliance with this policy. All users must follow this policy and report any misuses of the technology resources covered to a supervisor, administrator or appropriate District personnel. By using the technology resources covered by this policy, users are held to have agreed to comply with this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult District personnel in advance

of any questionable use.

# PROFESSIONAL EMPLOYEE HANDBOOK

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## I. INTRODUCTION

### MESSAGE FROM THE SUPERINTENDENT

Colleagues:

We have a wonderful team at Carrollton-Farmers Branch. When you are providing students with nutrition, a clean environment, safety, transportation, or igniting the fire of learning, you are part of a powerful team changing the lives of our children. I ask that you support and rely on all of the team members - count on the team and be someone that your teammates can count on. In every interaction with every person, ask yourself "how can I serve my purpose by making a difference?"

Carrollton-Farmers Branch ISD is a great district with upward momentum, and our challenge is to continue to make it even greater for our children. Your passion, dedication, and the effort you put forth daily to "make a difference" is awe-inspiring. Each of us has the ability to make a difference for children every day. As we go forward in our mission, I ask that your thoughts be very intentional about "making a difference" for our team and our children.

Words cannot express how honored and humbled I am to be your superintendent and part of the C-FB team.

John E. Chapman, III, Ed.D.  
Superintendent of Schools

*Even on Your Worst Day You Can Be a Student's Best Hope.*  
- Manny Scott

## **The Board of Trustees**

*Refer to Board Policies BA, BB, BD, and BE series located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the Carrollton-Farmers Branch ISD to represent the community's commitment to a strong educational program for the District's children. Trustees are elected at large by position. Voters elect Board members the first Saturday in May. The seven trustees serve staggered three year terms without pay. To run for a position on the Board, candidates must be qualified voters, residents of the state for twelve months, and a resident of the District for at least six months.

The Board usually meets in the Board Room of the Administration Building, 1445 North Perry Road, at 7:00 p.m. on the first Thursday of each month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. Texas law permits the Board to go into closed meeting 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 pending litigation.

Part of every regular meeting is set aside for comments from community members. Trustees encourage public involvement and want to listen to comments from constituents. Citizens interested in speaking at the meetings should contact the superintendent's office in order to be placed on the agenda. At the beginning of each meeting, citizens may address items not on the agenda, although the Open Meetings Law prohibits Board action on such items.

### **Board Members:**

Nancy Cline - President

Guillermo William Ramos – Vice President

Tara Hrbacek – Secretary

Candace Valenzuela– Assistant Secretary

John Mathews- Member

Randy Schackmann- Member

Sally Derrick- Member

### **Board Meeting Schedule for 2019-2020**

August 01, 2019

September 5, 2019

October 3, 2019

November 7, 2019

December 5, 2019

January 16, 2020

February 6, 2020

March 5, 2020

April 2, 2020

May 7, 2020

June 4, 2020

Refer to Board Policy AE located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

**OUR VISION: Learn More. Achieve More.**

**OUR MISSION: Continuous Improvement**

**OUR GOAL: High Achievement for Each Student**

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# 2019-2020 School Calendar

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**First Day of School – August 19, 2019**

**Last Day of School – May 28, 2020**

## REPORTING PERIODS

Semester 1: August 19 – December 20

1<sup>st</sup> Nine Weeks: August 19 – October 10

2<sup>nd</sup> Nine Weeks: October 15 – December 20

Semester 2: January 7 – May 28

3<sup>rd</sup> Nine Weeks: January 7 – March 20

4<sup>th</sup> Nine Weeks: March 23 – May 28

## SCHOOL HOLIDAYS

Labor Day/District Holiday .....	September 2, 2019
Staff Development/Student Holiday .....	October 11, 2018
Fair Day/School Holiday .....	October 14, 2019
District Holiday .....	November 25-26, 2019
District Holiday .....	November 27-29, 2019
District Holiday .....	December 23 -31, 2019 – January 1-3, 2020
Teacher Preparation/Student Holiday .....	January 6, 2020
District Holiday/MLK Observed .....	January 20, 2020
Spring Break .....	March 9 - 13, 2020
Memorial Day .....	May 25, 2020

**BAD WEATHER DAYS** ..... April 10 and 24, 2020

These two dates have been designated as bad weather or emergency make-up days. If instructional days are missed because of bad weather or an emergency, the designated bad weather days will be used as regular school days. The first day to be used is. February 18, 2019. If no instructional days are used, the bad weather days will be holidays.

## STAFF DEVELOPMENT DAYS (Student Holidays)

August 7,8,9, 2020

\*October 11, 2019

\*November 25,26, 2020

\*Teachers will take approved staff development training between June 9, 2019 and May 31, 2020 so that these days are School Holidays.

## TEACHER PREPARATION DAYS (Student Holidays)

August 7 -9, 2019      January 6, 2020      May 29, 2019

## INSTRUCTIONAL DAYS

75,735 total minutes of instruction

Total Teacher Work Days - 187 days



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# SCHOOL DIRECTORY

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## High Schools

### **Creekview HS**

Joe La Puma, Principal  
13201 Old Denton Road  
Carrollton, Texas 75007  
972-968-4800

### **Newman Smith HS**

Stephanie Jimenez, Principal  
2335 North Josey Lane  
Carrollton, Texas 75006  
972-986-5200

### **R. L. Turner HS**

Brooke Hall, Principal  
1600 South Josey Lane  
Carrollton, Texas 75006  
972-968-5400

### **Ranchview HS**

Sherie Skruch, Principal  
8401 Valley Ranch Parkway East  
Irving, Texas 75063  
972-968-5000

### **Early College High School**

Timothy Isaly, Principal  
3939 Valley View Lane  
Farmers Branch, Texas 75234  
972-968-6200

## Middle Schools

### **Charles M. Blalack MS**

Keith Davis, Principal  
1706 Peters Colony  
Carrollton, Texas 75007  
972-968-3500

### **Barbara Bush MS**

Matt Warnock, Principal  
515 Cowboys Parkway  
Irving, Texas 75063  
972-968-3700

### **Vivian Field MS**

Chad Hunter,  
Principal  
13551 Dennis Road  
Farmers Branch, Texas  
75234  
972-968-3900

### **Dan F. Long MS**

Chande Dockery, Principal  
2525 Frankford at Appleridge  
Dallas, Texas 75287  
972-968-4100

### **DeWitt Perry MS**

Adam Toy, Principal  
1709 Beltline Road  
Carrollton, Texas 75006  
972-968-4400

### **Ted Polk MS**

Kelly O'Sullivan,  
Principal  
2001 Kelly Boulevard  
Carrollton, Texas 75006  
972-968-4600

## Elementary Schools

### **Dave Blair Elementary**

Jose Ramos, Principal  
14055 Heartside  
Farmers Branch, Texas 75234  
972-968-1000

### **L.F. Blanton Elementary**

Tricia Badillo, Principal  
2525 Scott Mill Road  
Carrollton, Texas 75006  
972-968-1100

### **Carrollton Elementary**

Monica Koen, Principal  
1805 Pearl Street  
Carrollton, Texas 75006  
972-968-1200

### **Central Elementary**

Luz Soto-Dimas, Principal  
1600 South Perry  
Carrollton, Texas 75006  
972-968-1300

### **Country Place Elementary**

Kim Chow-Jackson, Principal  
2115 Raintree  
Carrollton, Texas 75006  
972-968-1400

### **Dale B. Davis Elem**

Lisa Williams, Principal  
3205 Dorchester  
Carrollton, Texas 75007  
972-968-1500

### **Farmers Branch Elementary**

Shanah Brown, Principal  
13521 Tom Field Road  
Farmers Branch, Texas 75234  
972-968-1600

### **Bernice Chatman Freeman**

Robyn Campbell, Principal  
8757 Valley Ranch Parkway  
Irving, Texas 75063  
972-968-1700

### **Furneaux Elem**

Lori Parker, Principal  
3210 Furneaux Road  
Carrollton, Texas 75006  
972-968-1800

**R.E. Good Elementary**  
Shahnaj Ahmad, Principal  
1012 Study Lane  
Carrollton, Texas 75006  
972-968-1900

**Las Colinas Elementary**  
Ahveance Jones, Principal  
2200 Kinwest Parkway  
Irving, Texas 75063  
972-968-2200

**Charlie McKamy Elementary**  
Matthew Pruitt, Principal  
3443 Briar Grove  
Dallas, Texas 75287  
972-968-2400

**Annie Rainwater Elem.**  
Charlotte Thomas, Principal  
1408 East Frankford  
Carrollton, Texas 75007  
972-968-2800

**Donald H. Sheffield Elementary**  
Amy S. Miller, Principal  
1408 East Frankford  
Dallas, Texas 75287  
972-968-3100

**Nancy H. Strickland Intermediate**  
Dianna Lacy, Principal  
3030 Fyke Road  
Farmers Branch, Texas 75234  
972-968-5700

**Bea Salazar Learning Center**  
Administrator, Melissa Wesley  
2416 Keller Springs Road  
Carrollton, Texas 75006  
972-968-5900

**Natatorium**  
1334 Valwood  
Carrollton, Texas 75006  
972-968-5668

**Service Center**  
1505 Randolph Road  
Carrollton, Texas 75006  
972-968-6330

**E.L. Kent Elementary**  
Debbie Williams, Principal  
1800 West Rosemeade Parkway  
Carrollton, Texas 75007  
972-968-2000

**La Villita Elementary**  
Dreama Mayfield, Principal  
1601 Camino Lago Way  
Irving, Texas 75039  
972-968-6900

**Neil Ray McLaughlin Elem.**  
Dianna Lacy, Principal  
1500 Webb Chapel Road  
Carrollton, Texas 75006  
972-968-2500

**Riverchase Elementary**  
Pamela Henderson, Principal  
272 South MacArthur  
Coppell, Texas 75019  
972-968-2900

**Donald H. Sheffield Intermediate**  
Amy S. Miller, Principal  
18110 Kelly Boulevard  
Dallas, Texas 75287  
972-968-3200

**June R. Thompson Elementary**  
Robert Atchison , Principal  
2915 Scott Mill Road  
Carrollton, Texas 75007  
972-968-3400

**Mary Grimes Education Center/GED**  
Melissa Wesley, Principal  
1745 Hutton  
Carrollton, Texas 75006  
972-968-5600

**Standridge Stadium**  
1330 West Valwood Parkway  
Carrollton, Texas 75006  
972-968-5660

**Science Resource Center**  
Susan Shipp, Coordinator  
2580 Valley View Lane  
Farmers Branch TX 75234

**Tom Landry Elementary**  
Stephanie Lopez, Principal  
265 Red River Trail  
Irving, Texas 75063  
972-968-2100

**McCoy Elementary**  
Dawn Rink, Principal  
2425 McCoy Road  
Carrollton, Texas 75006  
972-968-2300

**Kathy McWhorter Elem**  
Eddie Reed, Principal  
3678 Timberglen  
Dallas, Texas 75287  
972-968-2600

**Rosemeade Elementary**  
Laura Gutierrez, Principal  
3550 Kimberly  
Carrollton, Texas 75007  
972-968-3000

**Janie Stark Elementary**  
Jennifer Putman, Principal  
12400 Josey Lane  
Farmers Branch, TX 75234  
972-968-3300

**Marie Huie Center**  
Randi Wells, Sp. Ed Director  
1830 Pearl Street, Bldg. C  
Carrollton, Texas 75006  
972-968-5800

**Technology & Learning Ctr.**  
2427 Carrick  
Farmers Branch, TX 75234  
972-968-0990

**Outdoor Learning Center**  
1600 East Sandy Lake Road  
Coppell, Texas 75019

## II. EMPLOYMENT

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### Important Notice of Equal Opportunity

Refer to Board Policies DAA and DIA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

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The Carrollton-Farmers Branch ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or 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. The District has designated certain employees as coordinators for concerns relating to the areas shown below.

### Title IX Coordinator

Title IX is a federal law passed by the U.S. Congress as a part of the Education Amendments ACT of 1972. Section 901(a) of Title IX provides that:

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”*

Employees with questions or concerns relating to Title IX of the Education Amendments of 1972, as amended, may contact  
Jason Liewehr, Director of Personnel  
1445 N. Perry Road  
Carrollton, Texas 75011-5186  
972-968-6157

### Section 504 of the Rehabilitation Act of 1973 Coordinator

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

No qualified student with a disability shall, on the basis of be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any District service, program, or activity. 42 U.S.C. 12132; 29 U.S.C.794; 34 CFR 104.4(a). A “student with a disability” is one who has, or who has a record of having, or who is regarded as having a physical or mental impairment that substantially limits one or more major life activities, such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. A student with a disability is “qualified” if he or she is between the ages of three and twenty-one, inclusive. 28 CFR 35.104; 34 CFR 104.3(j), (k) [Board Policy FB (Legal)]

Employees with questions or concerns relating to Section 504 of the Rehabilitation Act of 1973 may contact

Asheley Brown, Director of Personnel  
1445 N. Perry Road  
Carrollton, Texas 75006  
972-968-6237

## **The Americans with Disability Act Coordinator**

Title II of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement compensation, job training, and other terms, conditions and privileges of employment. An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such impairment.

Employees with questions or concerns relating to the Americans with Disabilities Act of 1990 may contact

Asheley Brown, Director of Personnel  
1445 N. Perry Road  
Carrollton, Texas 75011-5186  
972-968-6237

## **Breaks for Expression of Breast Milk**

*Policies DEAB, DG*

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

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

## **Job Vacancy Announcements**

Refer to Policy DC located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

Current employees seeking promotion are eligible to apply for any vacancy for which he/she is qualified. Employees should contact the applications secretary in Personnel Services or go on-line at [www.cfbisd.edu](http://www.cfbisd.edu) to complete an application. Current employees will be considered along with all other qualified applicants.

Announcements of job vacancies are distributed on a regular basis and posted at the central administration building, campus offices, and on the district's Web site. Job postings are also sent out to all district staff via email. Teachers interested in transferring to another campus shall follow the district's voluntary transfer procedures.

## **Applications for Employment**

Anyone seeking employment with the District should visit the District web site at [www.cfbisd.edu](http://www.cfbisd.edu) and apply on-line. Applications are accepted year-round. Applications are kept active for one year and must be updated annually in order to stay active. Qualified applicants selected for interviews will be called by the District.

## **Credentials**

To be employed for most professional positions, applicants must have at least a bachelor's degree and a valid certificate or license for the position, be highly qualified, or be eligible for a permit if there are no other certified applicants. All professional personnel are responsible for obtaining valid certification. Contracts are not binding until credentials are verified and/or on file. The Texas Education Agency requires that professional personnel files contain service records with certified experience, a current certificate, complete official college transcripts, and a copy of the current employment contract.

Professional employees who earn certificates, endorsements, or degrees of higher rank must submit an official college transcript showing highest degree earned and date conferred and a valid certificate or endorsement to Personnel Services by September 1 of the school year.

## **PERSONNEL RECORDS**

All records shall become the permanent property of the District and the State of Texas to be used for the proper maintenance of personnel records for the individual as required by law. All information contained in the personnel file of an employee shall be made available to that employee or the designated representative as public information is made available under the Open Records Act. *Govt Code 552.102(a)*

## **NEPOTISM**

*Refer to Board Policy DBE located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

The District cannot employ any person who is related to a member of the Board by blood relation (consanguinity) within the third degree, or by marriage (affinity) within the second degree. If an employee's relative is elected to the Board, his/her position will not be affected as long as he/she has been continuously employed for six months prior to the election of the Board member to whom the employee is so related. If an employee's relative is appointed to the Board, the employee must have been employed for at least 30 days prior to the appointment of the member to whom that person is so related.

Board members who have relatives working for the District will not participate in any employment decision that applies directly to the employee as an individual.

## **MARRIED COUPLES WORKING ON THE SAME CAMPUS**

An employee may not be directly supervised by another employee who is related by blood or marriage. District procedure does not allow a married couple to work on the same campus unless approved by the principal and Personnel Services. Administrative Regulation states:

An employee may not be directly supervised by another employee who is related by blood or marriage. District procedure does not allow a married couple to work on the same campus, unless the principal and Director of Personnel Services approve. A written request must be submitted by both teachers to the principal prior to March 1 of the current school year for consideration the following school year. All teachers, including married couples, are subject to reassignment at any time.

## **EMPLOYMENT AFTER RETIREMENT**

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be 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](http://www.trs.texas.gov)).

## **CONTRACT EMPLOYMENT**

*Refer to Board Policies DC, DCA, DCB, DCC, DCD, DCE located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

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 contract. 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 in public schools 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 years (i.e., three one-year contracts) with an optional fourth school year if the Board determines it is doubtful whether a term contract should be given. During the probationary period, the due process requirements do not apply and

employment contracts may be non-renewed by the District without a hearing. Employees will be given notice of the District's intent to renew or to propose for non-renewal not later than 10 calendar days before the last day of instruction.

**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 electronic contract by printing it from TEAMS. Employment policies can be accessed on line or copies will be provided upon request.

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

### **CERTIFICATION AND LICENSES**

*Refer to Policy DBA located at [www.cfbisd.edu](http://www.cfbisd.edu) at Policy Online.*

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 the Certification Officer in Personnel Services 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 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. However, the contract is NOT void if employee asks for extension of time to renew before expiration AND submits all necessary paperwork for renewal or extension within 10 days after date contract is "void" based on expiration. Contact the Certification Officer if you have any questions regarding certification or licensure requirements.

### **Recertification of Employment Authorization**

*Refer to Policy DC located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Personnel Services Records Specialist if you have any questions regarding recertification of employment authorization.

### **SEARCHES AND ALCOHOL AND DRUG TESTING**

*Refer to Board Policy DHE located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

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

**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 Jason Liewehr, Director of Personnel.

### **HEALTH SAFETY TRAINING**

Refer to Board Policies DBA and DMA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

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), and extracurricular athletic activity safety. Certification 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 to their building principal/supervisor by July 15 every year.

### **VOLUNTARY TRANSFER PROCEDURES**

Refer to Policy DK located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online

The Office of Personnel Services will coordinate voluntary teacher transfers from one campus to another. During a specified open enrollment period for teacher transfers, teachers must complete and submit the Professional Staff Request for Transfer Form to their building principal or supervisor. Teachers new to the District may not be considered for a transfer until the spring of the second full year of employment. Any teacher on a growth plan for performance deficiencies may not be considered for a transfer.

A request for transfer for the upcoming school year must be returned to the building principal for approval by a specified date. Requests after the specified date cannot be considered unless unusual, extenuating circumstances exist. Teachers requesting a transfer are responsible for verifying his/her current certification. Questions regarding certification status may be directed to the appropriate elementary or secondary personnel secretary.

Teachers desiring reassignment to another position within the existing campus should contact the building principal. Reassignments within the existing campus do not require the filing of a Request for Transfer Form.

### **REASSIGNMENTS**

Refer to Policy DK located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

The original assignment is made at the time of employment, according to the needs of the District. All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (Local). Employees may be reassigned for many reasons, including decreased enrollment, internal reorganization, external reorganization, or District needs.

The initial consideration in staff reassignments is the total length of service in the District (Elementary) or the total length of service in the District by department (Secondary). Such service shall be construed as being that which is continuous.

Reassignments will be given precedence over voluntary transfers. A teacher can be reassigned only once in a two-year period. No teacher who is on a growth plan for performance deficiencies or a reduced contract may submit an application for a reassignment. The administration, however, may assign or reassign employees.

Building principals will convey to the Office of Personnel Services the names of teachers to be reassigned. The building



principal shall confer privately with the teacher before any official notification of the reassignment is made. Confirmation of the new assignment shall be given by the Office of Personnel Services. Any reassignment after a school year has begun shall include a reasonable period of time for the completion of the reassignment. The specific date will be determined by the Office of Personnel Services. The Office of Personnel Services will administer the reassignment of teachers to other buildings or assignments. Such reassignments will be based on assuring that programs of the District are adequately staffed.

### **Elementary Reassignment**

Prior to the first day of classes, the teacher with the least seniority in the district will be the first to be reassigned from that building. In addition, teachers who will be reassigned prior to the first day of classes, will have the option to put their name on the Voluntary Transfer List if they meet the requirements defined under Voluntary Transfer Procedures.

After the first day of classes, reassignments will be determined jointly by the Chief of Staff and the building principal based on overall district and building needs. After the first day of classes, the following criteria may be used to determine reassignments:

- The teacher with the least seniority in the district in the grade level may be the first to be reassigned from that building
- Special programs
- Innovative organizational designs (i.e., multi-age classes, etc.)
- Special education teachers shall be compared with other special education teachers
- Subject area/certification seniority will be used if an assignment is based on subject area rather than grade level considerations.

### **Secondary Reassignments**

The teacher with the least seniority in the District in the department affected will be the first to be reassigned from that building. Teachers will be compared with other teachers who teach in the same department. Department subject areas include English, Social Studies, Math, Science, etc. If the total length of service in the District by department is equal, certification will be used. Teachers with dual certification teaching dual subject areas may receive priority with the approval of the Chief of Staff in consultation with the principal. Any other exception must be approved by the Chief of Staff (i.e., special duty assignments such as coaching, departmental chairpersons, sponsor of co-curricular activities, etc.). In addition, teachers who will be reassigned will have the option to put their name on the Voluntary Transfer List if they meet the requirements defined under Voluntary Transfer Procedures.

Non-contractual supplemental duties for which supplemental pay is received may be discontinued by the District at any time. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

An employee may be reassigned to another position for which he/she is qualified according to the needs of the District. Employees may be reassigned for many reasons, including decreased enrollment, internal reorganization, external reorganization, or District needs.

### **Clerical/Paraprofessional Reassignments**

The employee with the least seniority in the District in the department affected will be the first to be reassigned from that campus/department. Employees will be compared with other employees who are in the same position. If the total length of service in the District by department is equal, performance appraisals will be considered.

An employee may be reassigned to another position for which he/she is qualified according to the needs of the District. Employees may be reassigned for many reasons, including decreased enrollment, internal reorganization, external reorganization, or District needs.

## **WORKLOAD AND WORK SCHEDULES**

Refer to Board Policies DEAB, DK, and DL located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

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



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

Paraprofessional and auxiliary employees are employed at will and will be notified for the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

### **NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS**

*Refer to Board Policies DBA and DK located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

In schools receiving Title I funds, the district is required by 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 status can contact the Certification Officer in the Office of Personnel Services.

Employees who have questions about their certification status can call the Office of Personnel Services Certification Officer at 972-968-6239.

### **OUTSIDE EMPLOYMENT AND TUTORING**

*Refer to Board Policy DBD at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

Outside employment by district employees for profit during the term of their employment shall not interfere with the performance of regularly assigned duties. 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 or whether it interferes with the employee's ability to carry out his or her regular assigned duties.

Teachers shall not privately tutor their own students for pay, except during the summer months. Teachers who tutor students for pay shall file the student's names with their principal. The Superintendent or designee reserves the right, at all times, to evaluate any problem or question arising under this policy and make such disposition of these questions and problems as may be deemed proper and necessary.

### **PERFORMANCE EVALUATION**

*Refer to Board Policies DN, DNA, and DNB located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

The annual appraisal of district teachers shall be in accordance with the district's Teacher Appraisal and Growth System (TAGS). The district shall establish an appraisal calendar each year. Except as provided below, each teacher must be appraised at least once during each school year.

A teacher may be appraised less frequently if the teacher agrees in writing, is on a two-year term contract, has received an Effective Rating or higher in all four objectives on the last appraisal and does not identify any areas of deficiency. For the purposes of this policy, "deficiency" shall be identified as any documented area of the CFB TAGS that is less than effective as identified by the campus administration. The teacher must have served on the current campus for at least one year.

Less than annual appraisal for formal appraisals may be conducted once every three years for teachers who meet criteria. In a school year in which a teacher is not scheduled for the TAGS, either the teacher or the principal may request that an appraisal be conducted by providing written notice to the other party.

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. 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, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

#### **PROCEDURE FOR TEACHER RESPONSE/REBUTTAL TO APPRAISAL**

1. A teacher may submit a written response or rebuttal after receiving a written observation summary or any other written documentation.
2. A teacher may request a second appraisal by another certified appraiser within 10 business days of receiving a written observation summary (for Objectives 1 & 2), a written summative annual appraisal report (for Objectives 3 & 4), or any other written documentation associated with the appraisal.
3. The building principal will submit the request to the Director of Personnel for Elementary or Secondary Staffing, which ever applies to the assignment of the teacher, who will then select a second appraiser.
4. A teacher may be given advance notice of the date and time of a second appraisal, but advance notice is not required.
5. The second appraisal shall be in the teacher's employment records.

#### **EMPLOYEE INVOLVEMENT**

Refer to Board Policies BQA and BQB located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

At both the campus and district levels, Carrollton-Farmers Branch 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 information about the shared decision-making process are available in each campus office.

#### **PROFESSIONAL EDUCATOR ORIENTATION**

##### **Professional Development Agreement for 2019-2020 for Newly Hired Professional Staff**

Professional personnel employed by Carrollton-Farmers Branch Independent School District for the 2019-2020 school year are required to complete the C-FB New Hire Academy. The Academy includes an overview of district, curriculum, program practices, procedures, and expectations.

1. All teachers (including alternatively certified teachers) are educators entering the district with less than one full year of experience. These educators will complete a three day New Hire Academy.
2. All teachers will be required to complete a half-day Teacher Appraisal and Growth System Training.
3. Teachers in their second year of employment with CFB will attend a one-day training.
4. Teachers in their third year of employment with CFB (beginning in 2016-17) will attend half-day training.

In addition, all new employees are required to complete the following:

Professional development training as outlined in the Carrollton-Farmers Branch Plan for Professional Growth. This plan identifies required and recommended trainings for the first three years of employment in the district.

- Building Orientation (half day)

Two days of the New Hire Academy taken during off contract time will be used for two required staff development days. Teachers who are unable to complete the training during the summer are required to complete the training during the school year. In these instances, a substitute is hired for the teacher's classroom during their participation.

#### **PROFESSIONAL DEVELOPMENT**

Refer to Board Policy DMA and BQB located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

Professional staff members are required to participate in continuous professional development. The District's contract

requires the employee to attend the professional training within the time period designated by the District.

Staff development training shall include training in technology, conflict resolution and discipline strategies, including classroom management, district discipline policies, and the Student Code of Conduct. The staff development must include training that relates to instruction of students with disabilities and is designed for educators who work primarily outside of the area of special education. The staff development program shall promote learning and collaborating with colleagues, reflect best practices, and be guided by the campus improvement plan developed through the site-based decision-making process.

Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, and developed and approved by a campus-level advisory committee. Campus staff development may include activities that enable the campus staff to plan together to enhance existing skills, to share effective strategies, to reflect on curricular and instructional issues, to analyze student achievement results, to reflect on means of increasing student achievement, to study research, to practice new methods, to identify students' strengths and needs, to develop meaningful programs for students, to appropriately implement site-based decision making, and to conduct action research. Staff development activities may include study teams, individual research, peer coaching, workshops, seminars, conferences, and other reasonable methods that have the potential to improve student achievement. *Education Code 21.451(b); 19 TAC 153.*

### **WITHHOLDING PERSONAL INFORMATION**

Refer to Policy GBA located at [www.cfbisd.edu](http://www.cfbisd.edu) at Policy Online.

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

- Address
- Phone number
- Social Security number
- Emergency contact information
- Information that reveals whether they have family members

Employees may request that this information be withheld from public access by completing a Request for Withholding Personal Information Form. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Once employed, the choice to not allow public access to this information may be done at any time by submitting a written request to the Records Office in the Office of Personnel Services. If an employee completes a Request for Withholding Personal Information Form, this information will be published for internal District use only.

Employees should be aware that if they attempt to change their personal information through TEAMS Employee Self-Serve, the indicator for withholding personal information may default back to allow their information being shared.

### **PHONE NUMBER AND ADDRESS CHANGES**

It is important that employment records be kept up-to-date. Employees have an obligation to inform the Office of Personnel Services of any changes in phone number and/or address through the "Change of Address/Phone Information" form located in the C-FB website. Employees can complete a change in address or phone number by going to the CFB website and clicking on the Employment tab, Personnel Services, and the link to the Employee Address and Telephone Change Request. This form is to be used by all regularly employed personnel to submit a change in *address or phone number* only.

### **CHANGES IN PERSONAL INFORMATION**

Employees who also have a change of name, as well as their address and/or phone number, or other changes in personal information such as those listed below, will not use the form on the district website. Any change in marital status, emergency contact, beneficiary, change in insurance coverage, federal withholding due to change in marital status, or to report a name change to the Teacher Retirement System must be submitted to the Payroll Office on the hard copy of the "Change in Personal Information" form. Employees must obtain this form from their campus secretary, complete it, and hand deliver it to the Payroll Office. E-mails asking for address changes will no longer be accepted by Payroll or the Office of Personnel Services.

### **NON-EXEMPT PART TIME PROFESSIONAL EMPLOYMENT**

Professional part time positions will be established at the principal's, supervisor's, or Office of Personnel Services' discretion based on the needs of the campus and the best interest of the students, unless the position is exempt by definition. All part time professional positions run on a year to year basis. Individuals employed in a part time position will be classified as a non-exempt employee, non-exempt employees must account for every hour worked with any hours worked in excess of 40 hours per week being subject to overtime payment. Individuals hired in this capacity will be required to adhere to the following guidelines:

- Clock in and out when you report to work. Be sure to clock out and back in when you take a lunch break. You will be taught to clock in and out from the Payroll Department.
- Adhere to the work hours established by the district and approved by your supervisor. For example: retirees are scheduled to work no more than 19.5 hours per week.
- If you should work **outside** of the scheduled or 19.5 hours (i.e. complete paperwork at home or clock out while at work, but continue to work) you must record that as "time worked" with your supervisor. Please note, you must obtain permission from your supervisor before you work more than your scheduled hours per week. This includes working from home, answering e-mails or phone calls and any work performed outside of the regular schedule. Keep in mind that if you are a retiree, this could have an impact on your annuity for the month if you exceeded TRS's allotted hours and it would affect the district's responsibility in paying a pension surcharge and the retiree's health care surcharge for that month.
- Non-exempt/hourly 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. Hourly employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Furthermore, hourly employees are not permitted to deviate from their assigned work schedule without prior approval from their supervisor. The decision to allow an employee to deviate from the assigned work schedule will be based on the educational program and in the best interest of the district.
- You will not be considered a salaried employee, and will be paid hourly for the work completed. As a result, your monthly compensation will fluctuate from month to month depending on the number of hours worked during each pay period. For example, November, December, and March compensation may be less due to fewer workdays for those months because of district holidays. Depending on your assignment, your compensation for the school year may run from September 20<sup>th</sup> to June 20<sup>th</sup>. Refer to the monthly reporting period calendar to determine when paydates will be. The calendar is posted on [www.cfbisd.edu](http://www.cfbisd.edu)
- If the hourly rate of the part time position exceeds the maximum for the pay grade, the employee will not be eligible for any salary increase approved by the Board.
- Non-exempt part-time professional employee positions are on a year-to-year agreement.
- Part-time employees who work less than 50% of the time (less than 20 hours per week) may not be eligible for supplementary insurance benefits or local leave benefits. Please contact the Benefits Office at 972-968-6167 for more information.
- Part-time employees who work less than 50% of the time but meet TRS rules for health insurance eligibility are eligible for health insurance but not for the district contribution to health insurance. Part-time employees that are participating members of TRS, and who work 50% or more of the day are eligible for insurance benefits as well as state and local leave.
- Part-time employees are responsible for all information in the employee handbook, the acceptable use policy, and all board policies.

# **III. COMPENSATION AND BENEFITS**

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## **INTER/INTRA DISTRICT ATTENDANCE OF EMPLOYEE CHILDREN IN C-FB**

Children of employees may attend school in C-FB regardless of whether the parent resides in the District or in that attendance zone. The student may continue enrollment in the school District as long as the parent is employed by the District.

## **DISTRICT COMPENSATION PLAN**

*Refer to Board Policy DEA and DEAA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

Carrollton-Farmers Branch ISD has a locally designed salary plan for all employees. Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Each position is assigned to a pay range based on the level of responsibility and qualifications required of the job. Pay ranges establish the minimum and maximum daily rates that will be paid for each job in the District. Job classifications are determined by the Office of Personnel Services.

Teachers new to the District are placed on the Carrollton-Farmers Branch New Hire Salary Schedule according to years of experience. The District shall pay each classroom teacher or full-time librarian not less than the state minimum monthly salary, based on the employee's level of experience. After initial employment, salary increases are determined annually by the Board of Trustees during the budget process and are based upon cost of living increases, competitive pay increases, and local budget projections. Employees hired on or after April 1, are not eligible for the Board approved raise. The District salary plan is designed to ensure that employee pay is equitable, competitive, and affordable. Pay surveys are conducted on a regular basis and salary ranges are adjusted to ensure that pay remains competitive for Carrollton-Farmers Branch ISD employees.

Each employee is required to verify their salary, experience, and workdays in September of each year. Employees can access this information in TEAMS Employee Self-Serve located in the C-FB Staff Portal. After reviewing the information, employees should submit questions in writing to the principal/supervisor or to the Office of Personnel Services. The Office of Personnel Services and the Payroll Department will not adjust base pay or stipends prior to the current fiscal year. Employees may request additional information concerning job classifications and salary ranges from the principal/supervisor.

## **ANNUALIZED COMPENSATION**

*Refer to Board Policy DEA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or semi-monthly payments, beginning with the first pay period of the school year. An employee who separates from service before the last day of instruction or retires under TRS, will receive in his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees that separate after the last day of instruction will continue to receive paychecks through the end of their twelve month pay cycle.

## **SERVICE RECORDS**

The employee is responsible for submitting service records from prior employment. These records must be received in the Personnel Services office by November 1 or 90 days following the employee's initial meeting with Personnel Services in order for a retroactive adjustment to be on the current school year.

## **STIPENDS**

The District pays a \$1,800 stipend for teachers and librarians with master's degrees in order to recognize professional growth and development. In addition, elementary and secondary stipends are paid for various responsibilities including grade level chairpersons, music teachers, gifted and talented liaisons, department chairpersons, department managers, instructional facilitators, academic decathlon sponsors, orchestra teachers, band directors, speech and theater sponsors, choir sponsors, campus improvement council members, athletic coaching assignments, cheerleader and drill team sponsors, etc. Stipend amounts are available from the building principal.

## **EXTRA DUTY PAY**

Extra duty pay is compensation earned outside the employee's regular schedule. An employee may not use any type of leave provided by the District in order to work a district event and obtain extra duty pay.

## **DIRECT PAYROLL DEPOSIT**

Paychecks for all regularly employed personnel who are paid monthly or semi-monthly are directly deposited into a checking or savings account. A notification period of one pay period is required to activate this service. The Payroll Office must be notified no later than the 5th of the month for a change to be effective the following payday. For employees new to C-FB ISD, all paperwork required by the Office of Personnel Services must be submitted before direct deposit information will be given to Payroll. Personnel new to C-FB ISD will be required to pick up the payroll check from the Office of Personnel Services until all required paperwork is submitted. With automatic deposit, an employee's money is immediately available on the pay date.

In an effort to further enhance our District's cyber defenses, all new direct deposits or changes to a direct deposit must be done in person at the payroll office located in the Administration Building, 1445 N. Perry Road. Please bring with you a picture ID (driver's license or employee ID), Direct Deposit form with voided check (or letter from bank with routing and account number).

## **STATEMENT OF EARNINGS (PAYCHECKS)**

All professional and paraprofessional employees are paid in twelve equal payments on or about the 20th of each month. All employees can view/print a copy of their Statement of Earnings from the TEAMS Employee Self-Serve site located on the district's TEAMS Application. They may also view their current address, W-4 information, previous years of W-2 forms, and other information. Instructions for using the TEAMS Employee Self-Serve program are also available on the district's web portal

## **MANDATORY PAYROLL DEDUCTIONS**

Refer to Board Policy CFEA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

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

- Teacher Retirement System of Texas (TRS) or the FICA Alternative Plan
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance, and annuities. Employees also may request payroll deduction for payment of membership dues to professional organizations and Child Development Academy.

Salary deductions are automatically made for unauthorized or unpaid leave.

Employee contributions to the Teacher Retirement System are withheld by a salary reduction before federal income taxes are computed, thus reducing employees' tax liability.

### **Federal Income Tax**

All employees must complete an Internal Revenue Service W-4 form claiming the desired number of allowances. Should an employee want to change the number of allowances originally claimed, he/she may acquire the necessary W-4 form from the payroll dept. It can be faxed to the payroll Office at 972-968-6215.

### **Teacher Retirement System**

All full-time personnel employed on a regular basis who are members of the Teacher Retirement System of Texas (TRS) have 7.7% of the employee's salary withheld for teacher retirement. Public school employees also contribute an additional .65% of their annual compensation to partially fund the retiree health insurance program for a total TRS deduction of 8.35%.

Each member is provided an annual statement of his/her account from TRS showing all deposits and the total account balance for the year ending August 31, as well as an estimate of the employee's eligible retirement benefits. Statements from TRS are mailed directly to employees' homes. Additional information can be found on the TRS website. ([www.trs.state.tx.us](http://www.trs.state.tx.us))



**Monthly Payroll  
Reporting Period Calendar  
2019/2020**

<b>Reporting Period</b>	<b>Date Due In Payroll</b>	<b>Weeks in Pay Period</b>	<b>Monthly Pay Date</b>
June 2 – June 29	July 3	4	July 19, 2019
June 30 – July 27	July 31	4	Aug 20, 2019
July 28 – Aug 31	Sept 4	5	Sept 20, 2019
Sept 1 – Sept 28	Oct 2	4	Oct 21, 2019
Sept 29 – Oct 26	Oct 30	4	Nov 20, 2019
Oct 27 – Nov 30	Dec 4	5	Dec 20, 2019
Dec 1 – Dec 28	Jan 7*	4	Jan 17, 2020
Dec 29 – Feb 1	Feb 5	5	Feb 20, 2020
Feb 2 – Feb 29	Mar 4	4	March 20, 2020
Mar 1 – Mar 28	April 1	4	April 20, 2020
Mar 29 – April 25	April 29	4	May 20, 2020
April 26 – May 30	June 3	5	June 19, 2020
May 31– June 27	July 1	4	July 20, 2020
June 28 – Aug 1	Aug 5	5	Aug 20, 2020
Aug 2 – Aug 29	Sept 2	4	Sept 21, 2020
Aug 30 – Sept 26	Sept 30	4	Oct 20, 2020

**\*subject to change/short deadline**

***The above Reporting Period will include the processing of:***

- *Timecards for absences*
- *Function Pay*
- *VSR's*
- *Extra Hours and Overtime*
- *Substitute Pay*
- *Professional Development Sheets*



# SEMI-MONTHLY PAYROLL REPORTING SCHEDULE

School Year 2019-2020

Carrollton

REPORTING PERIOD	Due Date for the Payroll Office	<b>PAYDATE</b>
July 1 - 15	Wednesday, July 17	July 26, 2019
July 16 - 31	Friday, Aug 2	Aug 12, 2019
August 1 - 15	Monday, Aug 19	Aug 26, 2019
August 16 - 31	Tuesday, Sept 3*	Sept 11, 2019
September 1 - 15	Tuesday, Sept 17	Sept 26, 2019
September 16 - 30	Wednesday, Oct 2	Oct 11, 2019
October 1 - 15	Thursday, Oct 17	Oct 25, 2019
October 16 - 31	Friday, Nov 1*	Nov 12, 2019
November 1 - 15	Tuesday, Nov 19*	Nov 26, 2019
November 16 - 30	Tuesday, Dec 3	Dec 11, 2019
December 1 - 15	Monday, Dec 16*	Dec 24, 2019
December 16 - 31	Monday, Jan 6*	Jan 10, 2020
January 1 - 15	Thursday, Jan 16*	Jan 27, 2020
January 16 - 31	Monday, Feb 3*	Feb 11, 2020
February 1 - 15	Tuesday, Feb 18	Feb 26, 2020
February 16 - 28	Tuesday, March 3	March 11, 2020
March 1 - 15	Tuesday, March 17	March 26, 2020
March 16 - 31	Thursday, April 2	April 10, 2020
April 1 - 15	Friday, April 17	April 27, 2020
April 16 - 30	Monday, May 4	May 11, 2020
May 1 - 15	Monday, May 18	May 26, 2020
May 16 - 31	Tuesday, June 2	June 11, 2020
June 1 - 15	Wednesday, June 17	June 26, 2020
June 16 - 30	Wednesday, July 1*	July 10, 2020
July 1 - 15	Friday, July 17	July 27, 2020
July 16 - 31	Tuesday, Aug 4	Aug 11, 2020

\* Short Turnover Time

Revised August 2019

### **Medicare Deductions**

Medicare deductions at a rate of 1.45% of gross pay are required for all personnel hired after April 1, 1986. The district makes a matching 1.45% contribution for each eligible employee. This deduction will provide Medicare benefits for the employee upon reaching age 65.

### **AUTHORIZED VOLUNTARY DEDUCTIONS**

Authorized payroll deductions that may be made include employee-paid premiums for health, dental, vision, other supplemental insurances offered by the district benefit plan, tax-sheltered annuities, 457(b) deferred compensation plan and 403 (b) annuities.

Employees may also request payroll deduction for payment of membership dues to professional organizations.

### **Flexible Benefits Section 125 Plan**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit on an annual basis and during the specified time period. New employees must accept or reject this benefit during their first month of employment. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, dental or vision plans). A third-party administrator handles employee claims made on these accounts.

You can also reimburse yourself for your spouse, children, and own eligible health expenses not reimbursed from another source. Through Section 125 you can also reimburse yourself for expenses you pay for the care of your eligible dependents while you (and your spouse, if you are married) work. The options are available through a salary reduction agreement using “before tax” dollars which will reduce tax liability and increase take-home pay.

### **Annuities [403(b)]**

A tax sheltered annuity plan, 403(b), is available to all District employees. Employee contributions are made with pre-tax dollars into an investment account of your choice from a certified list through Teacher Retirement System (TRS) and part of the District’s 403(b) plan. A listing of eligible companies can be found at [www.Region10Rams.org](http://www.Region10Rams.org). Employees wishing to set up a 403 (b) deduction must contact a TRS approved financial counselor and enroll in a TRS approved plan. Employees with questions should contact TCG Group Holdings at 800-943-9179. Additional information can be obtained from the Employee Benefits Office at 972-968-6167.

### **Retirement Savings Plan 457(b)**

The deferred compensation plan is offered through TCG Group Holdings for all District employees. Like the 403(b) plan, it provides a vehicle to tax-defer money for retirement. Funds deducted through the 457 plan are invested through a list of pre-screened high quality mutual funds. Go to [www.Region10Rams.org](http://www.Region10Rams.org) for information or call them at 800 – 943-9179. You may also contact the Benefits Office at 972-968-6167.

### **INSURANCE**

Health, Dental, Vision, and Life Insurance

All new employees are required to log onto the C-FB ISD Benefits Hub at [www.mybenefitshub.com/cfbisd](http://www.mybenefitshub.com/cfbisd) to enroll or decline benefits within 31 days of their date of hire. If an employee does not enroll for benefits within 31 days of employment, they must wait until the next Annual Open Enrollment period, unless they experience a life event such as marriage, birth, or a loss or gain of other coverage. An employee has 30 days from the date of the life event to change benefits enrollment. Please contact the Benefits Office at 972-968-6167 if you have questions.

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 regularly scheduled hours per week (district does not contribute to these employee’s insurance)

premiums)

### **Health Plan Options**

Employees may choose one of the following health plan options administered by AETNA in effect through August of each year:

- TRS Active Care 1-HD
- TRS Select Plan
- TRS ActiveCare 2
- Scott and White HMO

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

The insurance plan year is from September 1 through August 31. Current employees can make changes to their insurance coverage during Annual Open Enrollment or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees at the CFBISD Benefits Hub at [www.mybenefitshub.com/cfbisd](http://www.mybenefitshub.com/cfbisd). Employees should contact the Benefits Office at 972-968-6167 if they need additional assistance.

### **Federal Mandate**

The Individual Mandate portion of the federal Affordable Care Act (ACA) requires that all individuals have health insurance or be fined by the Internal Revenue Service (IRS). District health insurance through TRS-ActiveCare, the statewide public school health insurance program, qualifies as both affordable and creditable coverage under federal guidelines. Employees should research their health insurance options through various sources, including district health insurance and [www.healthcare.gov](http://www.healthcare.gov), to find the best coverage for their personal situations. The IRS will track health insurance enrollment and assess fines for employees without health insurance.

### **Annual Open Enrollment**

*If employees choose not to enroll for district health insurance coverage during Annual Open Enrollment they must decline it for themselves and all eligible family members and they cannot enroll for district coverage until the next Annual Open Enrollment period, unless they experience a life event such as marriage, birth, or a loss or gain of other coverage. Then, employees have 30 days from the date of the life event to change their coverage. Please contact the Benefits Office at 972-968-6167 with questions.*

If employees currently enrolled for district health insurance wish to cancel district health insurance they must do so during Annual Open Enrollment or within 30 days of a life event. The District has amended its Section 125 Plan to allow employees to drop TRS ActiveCare coverage during the Marketplace Open Enrollment each year. However, once TRS ActiveCare coverage is dropped, employees cannot enroll for coverage through TRS ActiveCare until annual open enrollment. In accordance with Affordable Care Act regulations, the District offers affordable coverage for those employees working 20 or more hours per week and contributing to TRS. Employees enrolling in the Marketplace may lose their government subsidy to their Marketplace plan and be required by the IRS to repay any subsidy received. Please contact the Benefits Office at 972-968-6120 with questions.

If an employee elects or declines coverage during open enrollment, accepting a transfer to a higher paying position within the district is NOT considered a life event and cannot change their coverage for that reason alone. If a paraprofessional or auxiliary employee finishes the school year and begins the next year as in a professional position, they must complete regular open enrollment.

### **WORKERS' COMPENSATION INSURANCE**

Refer to Board Policy CRE located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

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 and are unable to work due to that injury or illness. All employees are covered by the Texas Worker's Compensation Act for on-the-job injuries. All injuries and/or accidents must be reported within twenty-four (24) hours. The Employer's First Report of Injury Form must be completed, signed by both the employee and supervisor and submitted to the Workers' Compensation Office. An employee may choose his/her doctor, but the doctor must accept Workers' Compensation patients.

Carrollton-Farmers Branch Independent School District has Workers' Compensation coverage under a self-funded Workers' Compensation plan to protect employees. The District implemented the self-funded program due to the dramatic increase in Workers' Compensation premiums. Carrollton Farmers Branch I.S.D. will continue to care for any employees' injuries in accordance with Texas Workers' compensation statutes. All claims will be paid from school district funds, not from insurance company funds. In order to have monies for future salary increases, capital improvements and equipment, employees are urged to be careful in work areas and to notify their principal/supervisor immediately of any injuries.

**Ombudsman Program.** The Ombudsman Program at Texas Department of Insurance (TDI), Division of Worker's Compensation Commission, provides free information about how to file a Workers' Compensation claim when a worker is injured or killed on the job. The Ombudsman explains Workers' Compensation rights and responsibilities under the Texas Workers' Compensation Act and responds to complaints about claims. For information, call the Ombudsman at the TDI customer assistance local field office or call customer assistance at 214-350-9299. Assistance is available in English and Spanish.

**Workplace Safety.** If you believe your work environment is unsafe, please contact the Safety Violations Hotline at 1-800-452-9595. Reports are taken in both English and Spanish and can be made anonymously. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he/she in good faith reports an alleged occupational health or safety violation. Workplace safety issues should be addressed to the Safety Specialist at 972-968-6199. Information on Workers' Compensation is available on the Workers' Compensation website found on the district's webpage, <https://cfbisd.edu/departments/administrative-support-services/benefits/employee-benefits/workers-compensation>.

#### UNEMPLOYMENT COMPENSATION INSURANCE

Refer to Board Policy CRF located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

The Carrollton-Farmers Branch Independent School District extends unemployment compensation benefits under the Texas Unemployment Compensation Act to employees who have been laid off or terminated through no fault of the employee. The District reports the employee's wages to the Texas Employment Commission. If an employee becomes unemployed, the employee may be eligible for unemployment benefit payments. For more information, write or contact the Texas Employment Commission in Austin, Texas 78778, or contact the nearest Texas Employment Commission Office. Texas Employment Commission Offices are located in major cities throughout the state. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year and summer months if the employee has a contract or reasonable assurance of returning to service.

#### 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). Substitute teachers not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web ([www.trs.texas.gov](http://www.trs.texas.gov)).

## IV. LEAVES AND ABSENCES

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Refer to Board Policy DEC, DECA, and DECB (Legal) located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

The District offers employees paid and unpaid leaves of absence in times of personal need. This section describes the basic types of leave available and restrictions on leaves of absence. Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any employee who is absent five 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 the case of personal illness, the employee's fitness to return to work.

Employees who expect to be absent for an extended period of more than five days should call the Benefits Office at 972-968-6193 about applicable leave benefits and requirements for communicating with the District. Employees should contact the Benefits Office at 972-968-6120 with questions regarding benefits. Employees who take an unpaid leave of absence have the option to continue insurance benefits at the employee's own expense. The District does not pay any benefit contributions to employees who are not on active payroll status. All absences should be entered on the District time-keeping system, including school business and non-reimbursable leave situations, regardless of whether a substitute is used.

**Use of Leave.** Leave is available for the employee's use at the beginning of the year. Paid leave accumulated from previous years may be used.

State personal and local leave is earned at the rate of 1.0 hours per 35.4 hours worked, up to the statutory maximum of five workdays annually. If an employee leaves the district before the end of the work year, the cost of any unearned leave taken shall be deducted from the employee's final paycheck.

For Exempt employees, paid leave must be used in half-day increments for exempt employees. For non-exempt employees, paid leave shall be recorded in one-hour increments. If the employee is taking family and medical leave, paid leave shall be recorded in one-hour increments.

The District may not restrict the order in which an employee may use state personal leave, state sick leave, or local leave. The employee must request, in writing, the order they choose at the time of the absence for the absence to be charged accordingly.

Unless an employee requests a different order, paid state and local leave shall be used in the following order, as applicable:

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

The following information is a general outline of the District's current leave policies. It is intended for clarification and in no way alters Board policy, which is subject to change only upon the approval of the Board of Trustees. For more detailed information, please refer to Board policy DEC (Legal), DEC (Local), and DECA (Legal).

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

### **STATE PERSONAL LEAVE**

State law entitles all employees to five days of paid personal leave per year to be used at the employee's discretion within the limits determined by District procedures. Personal leave is earned at a rate of 1.0 hours per 35.4 hours worked, up to the statutory maximum of five state personal days a year. A day of earned personal leave is equivalent

to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

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

**Discretionary Leave.** Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a written request to his or her principal or supervisor 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. State personal leave for personal reasons may be used for no more than five (5) consecutive days and requires prior principal/supervisor approval. State personal leave for personal business shall not be used immediately preceding or following a school holiday, on staff development days, on teacher workdays, or on state testing days, unless approved by the principal/supervisor.

An employee wishing to take discretionary/personal leave **that does not fall** within the District guidelines must submit a signed written request form to his/her principal/supervisor in advance of the anticipated absence and the principal/supervisor must approve the written request before the leave may be taken. If the request is for five (5) consecutive days, the occurrence must be submitted for approval by the principal/supervisor and delivered to the Chief of Staff. Any discretionary absences over five (5) consecutive days will be docked at the employee's daily rate. The Personal Leave Request Form is located under Departments, Administrative & Support Services, Personnel Services, Employee Information.

If the leave is not approved in advance, the employee will be docked full pay for the missed days, unless an emergency exists.

**Changing an Absence after it has been Processed by Payroll.** In order for an absence reason that was entered incorrectly by the campus office staff to be changed, a written request must be submitted to payroll by the campus principal/department manager along with the original absence request stating the absence reason and date. Notification of change must be made within 30 days of the original absence. Corrections for absences entered by employees must be made within 30 days of the original absence. It is the employee's responsibility to review all absences entered and notify payroll within 30 days of the absence for ALL changes. Absences can be viewed in the Employee Service Center.

### **Guidelines – Use of State Personal Leave**

- The purpose of state personal leave is to provide paid leave for the employee's own illness or for family illness as well as to provide leave to be taken at the employee's discretion within limits determined by the District.
- State personal leave may be used as sick leave according to state and local sick leave guidelines.
- Leave shall be charged even when no substitute is used.
- State personal leave for personal reasons may be used for no more than five (5) consecutive days and requires prior principal/supervisor approval. Any unapproved absences or absences beyond accumulated and available paid leave shall result in docking of the employee's pay.
- State personal leave for personal business shall not be used immediately preceding or following a school holiday, on staff development days, on teacher workdays, or on state testing days, unless approved by the principal/supervisor. Any unapproved absences or absences beyond accumulated and available paid leave shall result in docking of the employee's pay.



- The principal/supervisor may disapprove state personal leave days to preserve the continuity of the instructional program.
- When an employee who has used more state personal leave in a school year than he/she has accumulated or earned, the cost of the unearned state personal leave days shall be deducted from the employee's paycheck after an audit at year end or upon termination.

### **STATE AND LOCAL SICK LEAVE**

- The purpose of state and local sick leave is to provide employees with income protection during brief personal or family illnesses.
- State sick leave accumulated prior to the 1995-96 school year is retained and its use continues to be governed by former law. (Old Education Code, Section 13.904)
- Local sick leave is for all full-time regularly employed personnel.
- Local sick leave is advanced at the beginning of the school year for the employee's use.
- Employees new to the District for the 2019-2020 school year will receive three local sick leave days and automatic membership in the local sick leave bank with the District depositing two local sick leave days per employee the first year of employment. Upon an employee's second year of employment with the District and thereafter, local sick leave shall be earned to a maximum of five (5) workdays.
- When an employee who has used more local sick leave in a school year than he/she has accumulated or earned, the cost of the unearned local sick leave days shall be deducted from the employee's paycheck after an audit at year end or upon termination.
- There is no limit on accumulation of state or local sick leave.
- Leave shall be charged even when no substitute is used.
- State or local sick leave shall be recorded in whole workdays or half workdays only. (A workday shall mean the number of hours per day associated with the employee's usual work assignment, whether full-time or part-time.)
- Upon termination, remaining earned state sick leave may be transferred to other districts within the state. Local sick leave balances may not be transferred, retained, or donated to another employee. Local sick leave will be transferred to the Sick Leave Bank.
- Local sick leave shall be used according to the state sick leave guidelines under the Old Education Code, Section 13.904.
- State and local sick leave may be used as follows:
  1. Illness of the employee (Pregnancy shall be treated the same as other illnesses or disabilities)
  2. Illness of a member of employee's immediate family. For the purposes of state sick leave accrued before May 30, 1995, and local sick leave, the term "immediate family" is defined as:
    - Spouse
    - Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
    - Parent, stepparent, and parent-in-law, or other individual who stands *in loco parentis* to the employee.

- Sibling, step-sibling, and sibling-in-law.
- Grandparent and grandchild.
- Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical leave Act, the definition of "family shall include only bullets 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law, and parent-in-law.

3. Family emergency (disasters and life-threatening situations involving the employee or a member of the employee's immediate family).
4. Death in the employee's immediate family (maximum of 5 days at the time of death)
5. Active military service

State and local sick leave will be used concurrently with the Family/Medical Leave and will not extend the time allowed by the FMLA. The supervisor/principal is responsible for securing from the employee and retaining the required documentation in a timely manner.

**Medical Certification.** Any employee who is absent for five (5) or more consecutive workdays 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 the case of personal illness, the employee's fitness to return to work. This must be submitted to supervisor/principal for his/her approval prior to returning to work. A doctor's certification may be required by the supervisor/principal when repeated personal/family illness of less than five (5) consecutive work days occurs. For leave other than the FMLA, medical certification of illness shall be by a doctor who is duly registered and licensed under the Medical Practice Act of Texas, a licensed doctor of dentistry, a licensed chiropractor, or a licensed podiatrist. Members of the Christian Science church may have their illness attested to by a Christian Science practitioner listed with the First Church of Christ, Scientist in Boston.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II 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 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.

## **SICK LEAVE BANK (SLB)**

### **Purpose**

- The purpose of the SLB is to provide additional paid sick leave to any member of the SLB in the event of a catastrophic illness or injury, medically necessary (non-elective) surgery, or other injury-related temporary disability which renders him/her unable to perform the duties of his/her position.
- A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the district.
- Sick leave days from the SLB may be requested only after the member has exhausted all accumulated local, state leave, vacation/flex days.
- Members may apply for extended sick leave days, if eligible, after exhausting a maximum of thirty (30) SLB days.



## **Eligibility**

- All full-time employees, ten, eleven, and twelve-month personnel of the Carrollton-Farmers Branch ISD shall be eligible for membership. Full-time employees are those covered by the Teacher Retirement System of Texas.

## **Procedure**

- The District shall provide automatic membership in the local Sick Leave Bank for full time employees who are new to the District.
- Effective September 1, 1995, all full-time employees actively at work will automatically be enrolled in the SLB.
- New employees will automatically become members after completing at least one workday.

## **Contribution of Days**

- The C-FB ISD will deposit into the SLB two (2) days of leave per employee whenever eligibility has been established.
- The two (2) days deposited by the C-FB ISD for each eligible employee are the property of the SLB permanently.
- For SLB purposes, the school year will be from July 1 through June 30.
- If the SLB falls below two times (2X) the number of participating members on September 30, continuing participants with a local sick leave balance must contribute one (1) extra day in October. If the SLB falls below one time (1X) the number of members, each participant with a local sick leave balance must contribute two (2) days in October.
- All unused sick leave days in the SLB at the end of the school year (July 1 through June 30) shall be carried over to the next school year.

## **Granting of Sick Leave Days**

- All new employees participating in the SLB must complete at least one (1) workday in their first school year to be eligible to use the SLB.
- The SLB may be used only by the employee for his/her personal illness or injury and not in order to assist a member of his/her family who is ill; however,
- An employee may apply to the SLB for a certified terminal illness of:
  1. Spouse or child – maximum of 30 days per person
  2. Parent - maximum of 10 days per person
- A member may apply for the number of workdays missed at the end of a pay period or upon returning to work.
- Days from the SLB for the employee shall be granted only for a catastrophic illness or injury, medically necessary (non-elective) surgery, or other injury-related temporary disability which necessitates an absence from work of five (5) consecutive workdays or longer.
- Sick leave bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days, or other such days for which the member is not paid.

- The maximum number of sick leave bank days that may be granted to an employee during the year (July 1 through June 30) will be thirty (30) days; unless the employee has a certified terminal illness, in which case the employee may be granted up to the lifetime maximum ninety (90) days within the same school year.
- If a member who has received less than thirty (30) days from the SLB returns to work, then is absent due to the same or another illness, he/she may apply to the SLB for additional days, the total not to exceed thirty days (30) per school year or a lifetime maximum of ninety (90) days. Each separate illness applied for must meet the initial criteria of just cause.
- Normal pregnancy is not covered by the SLB. Complications arising from pregnancy or childbirth may be considered by the SLB Committee on an individual basis.
- Elective procedures that will not jeopardize the employee's health and that may be delayed until the employee is not required to work will not be covered by the SLB.
- Sick leave bank days will run concurrently with the Family/Medical Leave and will not extend the time allowed for FMLA.
- A member shall only be reimbursed for the amount actually docked. If days are approved after payroll has been processed, reimbursement will be made in the member's next regular payroll check after the SLB Committee's approval of the requested days and notification to the Payroll Office.
- Employees approved by their supervisor for outside employment will not be eligible for Sick Leave Bank if the employee is actively working outside Carrollton-Farmers Branch ISD during the Sick Leave Bank requested time period.

### **Applying for Sick Leave Bank Days**

- A written request must be completed by the employee and submitted to the supervisor/principal, along with the Certification from a Health Care Provider (CHCP) form specifically stating justification for the additional days.
- The Application for Family or Medical Leave, Sick Leave Bank, or Extended Sick Leave form and the Certification of Health Care Professional form for the above purposes are available from the supervisor/principal or they may be printed off the C-FB ISD website, under Business Services and Payroll.
- Applications must be submitted to the SLB Committee no later than the last working day of the calendar month.
- Applications received after that date will be reviewed at the following month's regularly scheduled meeting.
- The SLB Committee will not consider an application that does not contain the required information

### **Governing Committee**

- The governing committee, which will approve or disapprove all requests for sick leave bank days, shall be called the Carrollton-Farmers Branch ISD Sick Leave Bank Committee.
- The committee, consisting of at least five (5) members, shall be composed of:
  - One (1) standing representative – Employees Benefit Coordinator
  - One (1) standing representative – Payroll Director

One (1) standing representative – Director Health Services (or Nurse Representative)

Two (2) appointed representatives

- All appointed committee members will be appointed by the Superintendent of Schools or his/her designee for a two year period. An appointed member may serve a maximum of two (2) consecutive terms (4 years).
- The Payroll Director will hold the office of Chairperson, and the Employee Benefits Coordinator will hold the office of the Vice-Chairperson.
- Appointed committee members who are absent for 3 meetings in one year will be automatically removed from the committee and replaced with an appointee for the remainder of their term.
- Vacancies on the SLB Committee that may arise during the school year will be filled by appointment by the Superintendent of Schools or his/her designee.
- A simple majority of voting members of the SLB Committee shall constitute a quorum. The Chairperson and the Vice-Chairperson of the SLB Committee shall be nonvoting members, except to cast the deciding vote in case of a tie.
- The SLB Committee will meet the first Thursday of each calendar month to review all applications submitted to the committee by that date. Applications received after that date will be reviewed at the next scheduled meeting.
- The SLB Committee shall determine the number of days approved up to thirty (30) days and reserves the right to approve, disapprove or modify the days requested.
- A member may appeal the decision of the SLB Committee by writing a letter to the Chairperson of the committee.
- The decision of the SLB Committee will be final.
- All decisions regarding the Sick Leave Bank may be appealed in accordance with CGBA (Local), beginning with the superintendent or designee.
- The SLB Committee chairperson shall process all approved sick leave bank days and submit proper documentation to the Payroll Office for processing and payment to the employee. These records will be maintained in the Payroll Office.
- Any question concerning membership, regulations, or application for sick leave bank days that may arise after adoption of this plan and not specifically covered herein, shall be submitted to the committee for recommendation to the Superintendent of Schools for a final decision.

### **EXTENDED SICK LEAVE**

- The purpose of extended sick leave is to provide partial income protection to employees who suffer serious personal illness or injury and have no accumulated personal, sick leave, including sick leave bank days.
- Eligibility requires full-time employment with the district for at least 12 months and for 1,250 hours during the previous 12 month period.
- Extended sick leave may be requested only after all leave balances are depleted, including sick leave bank days. (local, state, vacation/flex)

- Extended sick leave shall not be granted for absences due to work-related illness or injuries.
- The employee must complete the Application for Family or Medical Leave, Sick Leave Bank, or Extended Sick Leave form.
- The employee must provide the Certification from Health Care Provider form (CHCP) from a medical doctor specifically stating medical reasons for the additional days and the expected recovery time.
- Extended sick leave may be used only for an employee's illness or injury that requires an absence of a minimum of five (5) consecutive work days or longer.
- Extended sick leave may be approved for a maximum of thirty (30) days per school year. Ninety (90) days lifetime maximum.
- Extended sick leave includes normal childbirth, as well as absences related to medical disabilities caused by or contributed by pregnancy or childbirth.
- An employee may apply to the ESL for a death of Spouse, child or parent – maximum of 5 days per person. Definition of relationship is in accordance with FMLA regulations. Days used will count toward the maximum of 30 days per school year and 90 days lifetime that the employee is permitted to use.
- The partial loss of pay for extended sick leave will be the current dock rate as determined by the administration each year. (Example, teachers will be docked the current substitute teacher rate.)
- The employee must provide to the supervisor or principal a doctor's certification of the employee's fitness to return to work to the present assignment prior to returning to work.
- This leave will run concurrently with the Family/Medical Leave and will not extend the time allowed by the FMLA.
- The SLB Committee shall determine the number of days approved up to thirty (30) days and reserves the right to approve, disapprove or modify the days requested.
- A member may appeal the decision of the SLB Committee by writing a letter to the Chairperson of the committee.
- The decision of the SLB Committee will be final.
- Employees approved by their supervisor for outside employment will not be eligible for Extended Sick Leave Bank if the employee is actively working outside Carrollton-Farmers Branch ISD during the Extended Sick Leave Bank requested time period.

## **WORKERS' COMPENSATION LEAVE**

An employee receiving Workers' Compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave. An employee choosing to use paid leave will not receive Workers' Compensation weekly income benefits until all paid leave is exhausted. If the use of paid leave is not elected, the employee must be disabled by the compensable injury for a minimum of one week to be eligible for Workers' Compensation. Income benefits will begin on the 8<sup>th</sup> day. The first week of lost time can be paid after the employee is unable to work for a minimum of 14 days.

- The purpose of Workers' Compensation Leave is to provide income protection to employees who suffer serious work-related illnesses or injuries.

- Employees who are receiving Workers' Compensation income benefits are prohibited from using any accumulated state or local leave.
- Absences for Workers' Compensation shall be used concurrently with FML.
- If using accumulated leave or receiving Workers' Compensation wage benefits, employees are not eligible for Sick Leave Bank and Extended Sick Leave

## **FAMILY AND MEDICAL LEAVE (FML) – 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.** Eligible employees with a spouse, son, daughter, or parent on active military duty and deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the service member became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

### **Fitness for Duty.**

*Refer to DEC (Local)*

An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job functions is required, the district shall provide a list of essential job functions (e.g. job description) to the employee with the FML designation notice to share with the health care provider.

**Benefits and Protections.** During FML, the employer must maintain the district paid portion of the employee's health coverage under TRS ActiveCare or the Scott & White HMO on the same terms as if the employee had continued to work. The employee is responsible for the employee portion of any benefit premiums. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML 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.

**Definition of Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or

mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

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

**Use of 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 FML. In order to use paid leave for FML, 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 FML when the need is foreseeable. When 30 days' notice 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 FML 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 FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, 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: 1-877-889-5627  
[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

## **FAMILY AND MEDICAL LEAVE (FML) – LOCAL PROVISIONS**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML.

**Use of paid leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**Combined leave for spouses.** A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

**District Contact.** Employees that require FML or have questions should contact the Payroll Director at 972-968-6168 for details on eligibility, requirements, and limitations.

Local FML Provisions:

- The purpose of family and medical leave is to provide unpaid, job-protected leave to eligible employees for certain family and medical reasons.
- The employee must have been regularly employed by the District for at least twelve (12) calendar months and have worked at least 1,250 hours during that time to be eligible for FMLA.
- For the purpose of an employee's entitlement to family and medical leave, the 12-month period shall be measured backward from the date an employee uses family and medical leave.
- An employee may be granted up to 12 unpaid weeks of leave per school year for the following reasons:
  1. the birth, adoption, or foster placement of a child;
  3. to care for a spouse, parent, or child with a serious health condition; or
  4. because of the employee's own serious health condition.
  5. a qualifying exigency resulting from active military service of a spouse, child, or parent
- An employee who becomes a parent of a child through the legal adoptive process or through the birth of a child may use a maximum of six weeks of accrued local leave and state personal leave at the beginning time of the birth or adoption
- The employee must exhaust all possible paid leave before going on unpaid leave.
- Days used for family and medical leave after all other leave privileges are exhausted will result in a loss of the full daily rate of pay.
- Accumulated leave, including extended sick leave, will be used concurrently with family and medical leave.
- Eligible employees are entitled to continue health care benefits under the same terms and conditions as when the employee was on the job, and the employee is entitled to return to the previous job or an equivalent job at the end of the leave.
- Under some circumstances, employees may take family and medical leave in blocks of time, or by reducing the

normal weekly or daily work schedule. Intermittent leave may be taken whenever: it is medically necessary to care for a seriously ill family member; an employee requires medical treatment for a serious illness; or an employee is seriously ill and unable to work their regular workday.

- Intermittent leave shall not be permitted for the birth of the employee's child or the adoption or placement of a child with the employee.
- If both spouses are employed by the District, combined family and medical leave for the birth, adoption, or placement of a child may be limited to a combined total of 12 weeks as determined by the needs of the District.
- Husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or to care for a covered military service member.
- An Application for Family or Medical Leave must be completed by an employee whenever an employee is requesting an absence of at least five (5) consecutive work days under FMLA guidelines.
- Employees seeking to use family and medical leave are required to provide thirty days advance notice of the need to take leave when the need is foreseeable.
- For leave taken under the Family and Medical Leave Act, employees must provide medical certification as described in federal regulations [see DEC (Legal)] on the form provided by the District.
- The employee must provide medical certification of illness or disability upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, and at thirty day intervals thereafter.
- The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.
- A teacher desiring to return to work at or near the conclusion of a semester shall be reinstated in accordance with the END-OF-TERM LEAVE section in DEC (Legal).
- If at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.
- All certified full-time employees who are unable to return to regular duties after exhausting available sick leave and family and medical leave must submit a written request for temporary disability leave to the superintendent. Temporary disability leave, when applicable, must be requested after all leave available under FMLA guidelines has been depleted.

#### **DEC (LOCAL) ADMINISTRATION REGULATIONS CONCERNING FMLA**

Leave taken before the FMLA effective date may not be counted as FMLA leave. For employees on leave when FMLA becomes effective, only the leave taken after the act's effective date may be counted as FMLA leave up to the balance of twelve work weeks.

An employee is entitled to FMLA leave starting on the effective date (one year anniversary date) even if the event making the employee eligible for leave occurred before the effective date (e.g., the birth of a child). If an employee becomes eligible for FMLA while on leave, the employee will be able to take the balance of twelve work weeks FMLA from the beginning of the illness or event.

#### **TEMPORARY DISABILITY LEAVE**

**Note: Temporary Disability Leave only applies to positions that require certification. For at-will employees,**



**only classroom aides are eligible.**

**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. All certified full-time employees must request temporary disability leave whenever all available personal/sick leave and family and medical leave has been exhausted.

Employees must request approval for temporary disability leave from the Office of Personnel Services. An employee's notification of need for extended absence to the Office of Personnel Services 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, state the date requested by the educator for the leave to begin, and state the probable date of return. All certified full-time employees Request for Temporary Disability must be approved by the Office of Personnel Services. If disability leave is approved, the length of leave is no longer than 180 calendar days.

Employees may continue insurance coverage during temporary disability leave under the provisions of COBRA. The employee is responsible for payment of the total insurance premium. The District does not pay any portion of the insurance premium during temporary disability leave.

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 Office of Personnel Services should be notified at least 30 days before the expected date of return. 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.

All employees will be eligible to receive any paid leave benefits which are advanced each year. Paid leave accumulated from previous years may be used also.

- All absences relating to adoption or childbirth run concurrently with Family and Medical Leave.
- The purpose of child-nurturing leave is to provide income protection for employees who become a parent of a child through the legal adoption process or the birth of a child.
- An employee who becomes a parent of a child through the legal adoptive process or through the birth of a child may use a maximum of six weeks of accrued local leave and state personal leave at the beginning time of the birth or adoption.
- The employee must submit to the supervisor or principal a written request for absence due to child adoption or birth of a child that includes the anticipated dates of absence and return to work.
- The written request must be accompanied by a confirmation letter from the adoption agency stating the anticipated or actual delivery date.
- Days taken in addition to the six weeks shall be governed by FMLA guidelines.
- If both spouses are employed by the District, use of accumulated paid leave for adoption purposes or the birth of a

child may be limited to a combined total of twelve (12) workweeks as determined by the needs of the District.

- Medical certification is required for all absences for child nurturing leave.

### **Jury Duty**

The district provides paid leave to employees who are summoned to jury duty. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave. An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at the court may be required.

- The employee shall be allowed to retain any compensation from the court for this service.
- Employee is required to present documentation from the court of the service including date(s) served and time of dismissal. A copy of the summons is not accepted as proof of service.
- Absences for court appearances related to an employee's personal business shall be deducted from the employee's state personal leave, if available, or shall be taken by the employee as leave without pay.
- Each employee shall advise the supervisor/principal upon receipt of a jury summons or subpoena in order that a substitute, if necessary, can be secured in ample time.
- Employees who are released by the court with more than four (4) hours remaining the normal workday and do not return to work will be required to use state personal leave, if available, or will be docked full pay for the time missed from work.
- Each employee who is required by the court to call in to check juror status must report to work and place the call from the work place. Employees who choose to remain at home to call in will be docked full pay or will be required to use state personal leave, if available.
- Proof of service indicating the date and time of dismissal must be submitted to and retained by the principal/supervisor prior to the authorization for the employee to be paid for the absence.

### **Compliance with a Subpoena**

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

Non-Exempt employees required to appear on behalf of the district due to a subpoena will be compensated their hourly rate for the time they are required to be at court. They should record their time of arrival and have the court clerk or other court official notate their time of release so that the district can compensate the employee accordingly.

### **ASSAULT LEAVE**

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

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately

assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

### **BEREAVEMENT (FUNERAL) LEAVE**

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the supervisor or principal. These five days shall be taken from current leave balances and. If leave balances are insufficient these absences will be excused but unpaid.

### **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 and Search Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each federal fiscal year (October 1 – September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment After Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g. National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed provided they can be qualified to perform the required duties. 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 Human Resource Office. In most cases, the length of 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 Benefits Office for details on eligibility, requirements, and limitations.

### **Truancy Court Appearances**

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

### **RELIGIOUS OBSERVANCES**

The District shall reasonably accommodate an employee's request to be absent from duty in order to participate in religious observances and practices, so long as it does not cause undue hardship on the conduct of District business. Such absence shall be without pay unless applicable paid leave is available.

### **VACATION/FLEX DAYS**

Professional Employees working 230 days will earn vacation/flex days.

- Vacation/flex days for the preceding school year must be used before December 31 of the current school year. Any days remaining will be forfeited.
- If an employee separates employment with C-FB ISD, any unused vacation days will be forfeited.

### **OTHER LEAVES AND ABSENCES**

Days granted for any other types of leave or absences shall result in the loss of the full daily rate of pay, unless otherwise provided.

### **ACCRUED BENEFITS PACKAGE**

All retiring personnel who meet state eligibility requirements for retirement shall be compensated for their accrued sick leave based on the following:

- May be compensated for unused days of state and local leave accumulated while employed in Carrollton-Farmers Branch ISD at the approved substitute teacher pay rate up to a ceiling of \$5,000.
- To be eligible, contract employees must provide written notice at least 30 days before the last day of employment and noncontract employees must provide written notice at least two weeks before the last day of employment.

# **V. EMPLOYEE RELATIONS AND COMPLAINTS AND GRIEVANCES**

*Refer to Board Policy DGBA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

## **COMPLAINTS AND GRIEVANCES**

Employees may bring a complaint or grievance to the Board after following the District's grievance procedure. In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly process that all employees must follow when presenting formal complaints and grievances. Employees may always discuss problems or complaints with the employee's supervisor or other responsible administrator. The formal grievance process provides all employees an opportunity for recourse if the employee is dissatisfied with an administrative response and an opportunity to be heard up to the highest level of management. It is the employee's responsibility to submit complaints in writing, on a form provided by the District, within the timelines specified in the policy. For ease of reference, the District policy concerning the process for complaints and grievances is summarized as follows and can be found on Board Policy Online at policy [DGBA](#) :

### **PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS**

#### **Purpose**

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

#### **Notice to Employees**

The principal of each campus and other supervisory personnel shall ensure that all employees under his/her supervision are informed of this policy.

#### **Definitions**

A complaint under this policy shall include grievances concerning an employee's wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or handicap or on the basis of the employee's exercise of constitutional rights. A complaint must specify the individual harm alleged.

#### **Consolidation**

When the Superintendent determines that two or more individual complaints are sufficiently similar in nature and remedy, the Superintendent may consolidate the complaints to permit the resolution through one proceeding.

#### **Other Review Processes**

Some topics are governed by other review processes and are not subject to this policy. Employee termination procedures are found in policy series DF. An employee's dismissal or non-renewal may be the subject of a complaint under this policy only if the District does not otherwise provide for a hearing on the matter.

#### **"Whistleblower" Complaints**

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy not later than 15 days after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall begin at Level Two.

#### **Presentations**

Employees shall be entitled to administrative review conferences and to an informal presentation of the complaint to the Board, unless the Board grants a hearing.

## **Hearing**

Complaints shall be heard in informal administrative conferences. If the employee does not accept the Hearing Officer's resolution at Level Two, the employee may request to appear before the Board of Trustees at Level Three.

## **Freedom from Retaliation**

Neither the Board nor the Administration shall unlawfully retaliate against any employee for bringing a complaint under this policy.

## **General Provisions**

All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them. In resolving complaints, time is of the essence. All references to "Days" shall mean District business days.

## **Level One**

An employee who has a complaint shall meet with the principal or immediate supervisor within fifteen District business days of the time the employee first knew, or should have known, of the event or series of events causing the complaint. At or before this meeting, the employee shall submit the complaint in writing on a form provided by the District.

## **Level Two**

If the outcome of the conference at Level One is not to the employee's satisfaction, the employee has ten District business days after receiving a response to appeal to a central office administrator as designated by the Superintendent. The employee shall submit the complaint in writing on a form provided by the district.

## **Level Three**

If the outcome at Level Two is not to the employee's satisfaction, the employee has ten District business days after receiving a response to request that the complaint be presented to the Board. The employee shall submit the request in writing on a form provided by the District. The central office administrator shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The Board president may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter. No action by the Board upholds the administrative decision Level Two.

## **Hearing**

Employees who are granted a hearing shall be afforded that hearing either with the Board in a meeting that includes the hearing as an item in the posted agenda or with the Board's designee. If the Board conducts the hearing, it shall decide and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

If the Board's designee conducts the hearing, the designee shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing. The Board shall then decide and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

## **Closed Meeting**

If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint, it shall be heard by the Board in closed meeting, unless the employee bringing the complaint requests it to be heard in public.

If the complaint involves a complaint or charge against another employee that is incidental to the complaining

employee's appointment, employment, evaluation, reassignment, duties, discipline, or dismissal, it shall be heard by the Board in closed meeting, unless the employee bringing the complaint requests it to be heard in public.

If the complaint involves a complaint or charge against another employee and the other employee is the subject of the complaint, it shall be heard by the Board in closed meeting, unless the employee complained about requests it to be heard in public.

**Employee Complaint Form – Level One**

Any employee filing a complaint must fill out this form completely and turn it in to the employee's principal or immediate supervisor. All complaints will be processed in accordance with DGBA and DGBA (LOCAL). (If additional space is needed, please attach to this document.)

1. Name: \_\_\_\_\_

2. Position/Campus: \_\_\_\_\_

3. Please state the date of the event or series of events causing the complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please state your complaint including the individual harm alleged: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please state specific facts of which you are aware to support your complaint (list in detail): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Relief Sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_



CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT

**Notice of Appeal – Level Two**

This form must be filled out completely by an employee appealing a level one decision to the designated central office administrator in accordance with the District's policies DGBA and DGBA (LOCAL) or any exceptions outlined therein.

1. Name: \_\_\_\_\_

2. Position/Campus: \_\_\_\_\_

3. To whom did you last appeal? \_\_\_\_\_

Date: \_\_\_\_\_

4. If you will be represented in pursuing your complaint, please identify that individual or organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

5. Attach copy of original complaint.

6. Attach copy of complaint decision being appealed.

Signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_

CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT

**Notice of Appeal to the Board of Trustees: Level Three**

This form must be filled out completely by an employee appealing a complaint decision to the Board of Trustees in accordance with the District's policies DGBA and DGBA (LOCAL) or any exceptions outlined therein.

1. Name: \_\_\_\_\_

2. Position/Campus: \_\_\_\_\_

3. To whom did you last appeal? \_\_\_\_\_

Date: \_\_\_\_\_

4. If you will be represented in pursuing your complaint, please identify that individual or organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

5. Attach copy of original complaint.

6. Attach copy of complaint decision being appealed.

Signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_

# VI. EMPLOYEE CONDUCT/WELFARE

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## STANDARDS OF CONDUCT

Refer to Board Policy DH (Local) located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform his or her duties in accordance with state and federal law, district policies 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 the superintendent first learns of the incident.

An employee shall notify his or her principal or immediate supervisor within three calendar days of **each** arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - 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;
  - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - Felony driving while intoxicated (DWI); or
  - Acts constituting abuse under the Texas Family Code.
5. All crimes classified as a Class "B" or greater. Refer to policy [DH \(Local\)](#).

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

### **TEXAS EDUCATORS' CODE OF ETHICS**

Refer to Board Policy DH (Exhibit) located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

#### **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 Performance**

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

Standard 1.2. The educator shall not 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 be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14. The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

### **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 reasonably 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, e-mail, 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:

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- e. Whether the communication was sexually explicit; and
- f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

19 TAC 247.2

### **DISCRIMINATION, HARASSMENT, AND RETALIATION - EMPLOYEES**

Refer to Board Policies DH and DIA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

The District prohibits all types of harassment based on a person's race, color, gender, national origin, disability, religion, or age. 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.

**Reporting Procedures for Employees.** Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee shall report the complaint directly to the superintendent or designated central office district official. A complaint against the superintendent may be made directly to the board.

The District's policy that include definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is located at [www.cfbisd.edu](http://www.cfbisd.edu) . Click on Board Policy Online and go to [DIA \(Local\)](#).

### **HARASSMENT OF STUDENTS**

Refer to Board Policies DH, DHB, FFG, FFH, FFI located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parent 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.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is located on at [www.cfbisd.edu](http://www.cfbisd.edu). Click on Policy online and go to [DHB \(LEGAL\)](#) and [FFH \(Local\)](#).

### **Board Policy DHB (Legal) partial**

"Abuse" has the meaning assigned by Family Code 261.001 and includes any sexual conduct involving an educator and a student or minor.

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature.

1. Behavior, gestures, expressions, communications, or a pattern of communication with a student that is unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection or attraction. Factors that may be considered in determining the romantic intent of such communication or behavior includes:
  - a. The nature of the communications;
  - b. The timing of the communications;

- c. The extent of the communications;
  - d. Whether the communications were made openly or secretly;
  - e. The extent to which the educator attempted to conceal the communications;
  - f. If the educator claims to be counseling a student, SBEC staff may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate law enforcement agencies; and
  - ~~g.~~ Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
  3. Making sexually demeaning comments to a student.
  4. Making comments about a student's potential sexual performance.
  5. Requesting details of a student's sexual history.
  6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
  7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
  8. Inappropriate hugging, kissing, or excessive touching.
  9. Providing the student with drugs or alcohol.
  10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
  11. Any other acts tending to show that the educator solicited a romantic relationship with the student.

**Reports.** A superintendent may notify SBEC of any educator misconduct that the superintendent believes in good faith may be subject to sanctions by SBEC.

**Immunity.** A superintendent who in good faith and while acting in an official capacity files a report with SBEC is immune from civil or criminal liability that might otherwise be incurred or imposed.

*Education Code 21.006; 19 TAC 249.14*

### **EMPLOYEE AWARENESS**

Sexual harassment and other prohibited harassment issues should receive special attention in employee orientation and training. Employees must learn to avoid even the appearance of impropriety. Employees are cautioned against behavior that might be misconstrued and must avoid uncomfortable situations with students/employees.

- Immediately inform your supervisor if you are having a problem with a student/employee or think he or she might be misinterpreting your actions.
- Avoid all unnecessary physical contact with students/employees.
- Avoid being alone with individual students/employees, especially behind closed doors.
- Do not socialize with students.
- Avoid engaging in flirtatious or suggestive conduct.
- Do not joke in a sexual manner.
- Do not write personal notes to students.
- Do not give gifts or money to individual students.
- Stop whatever you are doing if you sense discomfort from a student/employee.

- Dress appropriately for the school environment.
- Conduct yourself in a business-like manner.
- Inform the alleged harasser that the conduct is unwelcome.

### **REPORTING SUSPECTED CHILD ABUSE**

Refer to Board Policy, DG, DH, FFG, and GRA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, 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.

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 are made to Child Protective Services (214-951-7902) or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics.

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

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 at <https://cfbisd.edu/departments/educational-services/counseling/counseling-topics-and-resources/child-sexual-abuse/>

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 mistreated. 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*.

### **TECHNOLOGY RESOURCES**

Refer to Board Policy CQ located on [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.



The District's technology resources, including its network access to the Internet, is 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 who are authorized to use the systems are required to abide by the provisions of the District's acceptable use policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action.

### **PERSONAL USE OF ELECTRONIC MEDIA**

*Refer to Policy DH*

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

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computer, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  - Confidentiality of District records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law. [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

## USE OF ELECTRONIC MEDIA WITH STUDENTS

Refer to Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.

There is an exception to these provisions for an employee with a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- **Electronic 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, Snapchat). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- **Communicate** means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to District regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- **Certified or licensed employee** means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
- For each text message addressed to one or more students, the employee shall send a copy of the text message

to the employee's district email address.

- The employee shall limit communications to matters 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).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 8 p.m. and 7 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communication with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

### **CRIMINAL HISTORY BACKGROUND CHECKS**

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

### **EMPLOYEE ARRESTS AND CONVICTIONS**

Refer to Board Policy DH located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

### **ALCOHOL AND DRUG-ABUSE PREVENTION**

Refer to Board Policy DH and DI located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online

Carrollton-Farmers Branch Independent School District is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-

sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act, during working hours may be dismissed. The District's policy on drug abuse and drug-free schools follows:

### **Drug-Free Schools and Drug-Free Workplace**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusive glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. An employee who uses a drug as prescribed and authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

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.

Click on Board Policy Online and go to [DH \(Local\)](#)

### **DRUG-FREE SCHOOLS REQUIREMENTS**

The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the District's activities. Click on Board Policy online and go to and [DI \(Exhibit\)](#).

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

### **TOBACCO USE**

*Refer to Board Policies DH, FNCD, and GKA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.*

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

### **FRAUD AND FINANCIAL IMPROPRIETY**

*Refer to Board Policy CAA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

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

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

### **CONFLICT OF INTEREST**

*Refer to Board Policy BBFA and DBD at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.*

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

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

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or authorization of payment. This is done by filing an affidavit. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

Employees who wish to work outside jobs in addition to the employee's school job must submit a written request to the building principal or supervisor, who will forward it to the Office of Personnel Services. Approval will usually be granted, unless it appears that the job will interfere with the employee's performance of school duties. Permission will not be granted where the sale of goods or services is connected in any way with Carrollton-Farmers Branch Independent School District.

Transactions with a textbook publishing company and/or school furniture and supplies company could create a conflict of interest. Employees should consult with the Office of Personnel Services before entering into a business relationship with companies of this type to insure that a conflict of interest does not exist.

### **GIFTS AND FAVORS**

*Refer to Board Policy DBD located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

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

## **COPYRIGHTED MATERIALS**

Refer to Board Policy CY located at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.

Employees are expected to comply with the provisions of 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 backups of computer programs and data must be made within the provisions of the purchase agreement.

## **ASSOCIATIONS AND POLITICAL ACTIVITIES**

Refer to Board Policy DGA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.

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 non-membership in any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, and hours of employment or conditions of work.

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

## **CHARITABLE CONTRIBUTIONS**

Refer to Board Policy DG located at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.

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

## **SOLICITING**

Employees are given opportunities to support organizations and charities but are not required to participate in or support any projects. All solicitation, including those for school-related projects, must be approved by the administration. Consideration will be given to projects that contribute to the education program. No outside organization of any sort may solicit contributions of any type from students within the schools.

The collection of monies that takes the time of students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees.

Employees and students are not permitted to sell or promote any type of lottery or game of chance as a school activity.

## **SAFETY**

Refer to CK series of Board Policy located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

The district has developed and promotes a comprehensive program to insure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities which will help reduce the frequency of accident and injury. To prevent or minimize injuries to employees, co-workers, and

students, and to protect and conserve district equipment, employees must comply with the following requirements:

1. Observe all safety rules
2. Keep work areas clean and orderly at all times
3. Immediately report all accidents to the supervisor, and
4. Operate only equipment or machines that the employees have been trained and authorized to operate.

Employees with questions or concerns relating to safety programs and issues can contact the Chief Operations Officer at 972-968-6301.

### **POSSESSION OF FIREARMS AND WEAPONS**

Refer to Board Policies DH, FNCG and GKA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of 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 supervisor or call Security at 972-968-6428 immediately.

### **VISITORS IN THE WORKPLACE**

Refer to Board Policy GKC located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

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

### **ASBESTOS MANAGEMENT PLAN**

Refer to Board Policy CKA located at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for every Carrollton-Farmers Branch Independent School District property. A copy of each management plan is available in the administrative office of each site. For additional information, employees may contact the Chief Operations Official at 972-968-6301.

### **PEST CONTROL TREATMENT**

Refer to Board Policy CLB and DI at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

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 on the front door of the building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

### **EMPLOYEE DRESS AND GROOMING**

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for the assignments. Hair must be clean, natural-looking & neatly groomed. Hair must be of a natural human color. Dress must be in accordance with any additional standards established by the supervisors and approved by the Superintendent or designee.



## **BLOODBORNE PATHOGENS**

Refer to Board Policy BB located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

Carrollton-Farmers Branch ISD, in order to promote safe work practices, has developed a “Blood borne Pathogen Exposure Control Plan” to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immune Deficiency Virus (HIV) and other blood borne pathogens. Not every educator is occupationally exposed to blood borne pathogens while performing his or her job. However, it is important for everyone in the educational setting to be aware of the dangers of infection and the safe procedures to minimize risk.

There are many diseases carried by blood and body fluids. The most common are the Hepatitis B Virus (HBV), and Hepatitis C

**(HBC) and the Human Immunodeficiency Virus (HIV).** The ways these different diseases are transmitted in the workplace are similar. HBV, HIV and other pathogens may be present in body fluids containing visible blood, semen and vaginal secretions, and torn or loose skin. The pathogens cause infection by entering your body through open cuts, nicks, skin abrasions, dermatitis (skin rash), acne, or mucous membranes of your mouth, eyes or nose. These diseases can also be transmitted by direct or indirect contact. Indirect contact happens when you touch an object or surface contaminated with blood or other infectious materials and transfer the infections to your mouth, eyes, nose, or open skin. Contaminated surfaces are a major source of the spread of hepatitis. HBV can survive on environmental surfaces dried and at room temperatures **for at least one week.**

Most approaches to infection control are based on “Universal Precautions”. It requires that you consider every person as if they are infected, treat all blood and body fluids as if they are infected, even if you know the victim. The risk of getting a disease while giving first aid is extremely low, and taking basic precautions can reduce the risk even further.

- Avoid contact with blood and body fluids.
- Use protective equipment, such as disposable gloves and breathing barriers.
- Wash hands immediately after giving care using soap and water.
- Where hand washing facilities are not available, such as a school bus, antiseptic hand cleansers or antiseptic towelettes can be used as a temporary measure only. You must still wash your hands with soap and running water as soon as possible.
- Eating, drinking, applying cosmetics and handling contact lens should not be done in work areas where there is potential for exposure to blood borne pathogens.
- Contaminated work surfaces shall be decontaminated with an Environmental Protection Agency (EPA) registered germicide to maintain an antiseptic clean environment (contact your building custodian).
- Disposal of all sharps and medical waste shall be in accordance with applicable regulations and local ordinances.
- Never pick up broken glass with bare hands.

Good housekeeping protects you and the students. It should be everyone’s responsibility. Protecting yourself from blood borne diseases on the job requires knowing the facts and taking sensible precautions. By following the guidelines of the Carrollton-Farmers Branch Exposure Control Plan you can confidently protect yourself from blood borne infection and safely give our children their most valuable asset, an education.



# **VII. GENERAL PROCEDURES AND INFORMATION**

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## **CONFERENCES AND WORKSHOPS**

*Refer to Board Policy DMD located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

Professional employees are encouraged to attend and participate in meetings, conferences, and workshops that contribute to professional growth and development. Release time with pay may be granted to attend such events when it is recommended or required by the District, TEA, or UIL. Requests for such release time should be submitted to the principal/supervisor for approval. Approval will usually be given if the employee is on the program, has some official function, or can obtain specific information that is job related and will benefit the District.

## **CONTINUING EDUCATION**

Employees are encouraged to enroll in college or extension courses to continue professional growth. A professional employee may take six credit hours of college work any one college semester of the school year. Requests to take more than six hours must be approved by the Director of Personnel Services. Employees should contact the principal or supervisor to complete and file a request before enrolling. If approved by the principal or supervisor, the form will be forwarded to the Director of Personnel Services for processing. Approval will usually be granted if the employee's job performance will not be affected.

## **DISTRICT COMMUNICATIONS**

The Strategic Communication Services Office serves as the District contact with the news media. Employees of the District may not speak on behalf of the district to news media without prior permission from the Chief of Communications and the employee's supervisor. If you are contacted by the news media in regards to your job, please call the Chief of Communications at 972-968-6186 and notify your supervisor immediately.

The District's Strategic Communication Services team works to keep employees and the community informed about district and school activities and accomplishments through a variety of sources. Publications produced by the department include school calendars and specialized brochures for employees and the public. The department serves as the information contact for phone inquiries about the District, and is the news media contact for the District. The District's website, [www.cfbisd.edu](http://www.cfbisd.edu), is a major departmental project. You can find out news and information about the district through our weekly emails as well as on Facebook ([www.facebook.com/cfbisd](http://www.facebook.com/cfbisd)) or Twitter ([www.twitter.com/cfbisd](http://www.twitter.com/cfbisd)). The department coordinates district e-newsletters that target specific District focus and are distributed throughout the school year to the staff and community. CFB-TV is available on Time Warner Cable in Carrollton and Farmers Branch and also on Verizon in Carrollton. The District now provides the School Board meetings on the website and through video on demand on [www.vimeo.com/cfbisd](http://www.vimeo.com/cfbisd).

Ideas for feature photographs and stories are always welcomed and shared with the appropriate news outlet. Ideas for possible news media coverage should be sent in at least one week prior to the event. Employees are encouraged to submit information to the Strategic Communication Services Office for the news media, the website, the e-newsletters, or CFB-TV via spotlight form at <https://cfbisd.edu/news/website-request-form/>.

## **EMPLOYEE RECOGNITION**

Teacher of the Year Program:

1. Each nine weeks, every campus will have a Teacher of the Nine Weeks. This teacher will be nominated and voted on by their peers. The Teacher of the Nine Weeks will be honored at a Board Meeting. Campuses will

honor 3 teachers each year (1st, 2nd, 3rd Nine Weeks.) The principal will have a maximum of 2 minutes to speak during recognition to honor the recipient at a Board Meeting.

2. Every Teacher of the Nine Weeks award recipient will fill out the Region 10 Teacher of the Year application and turn it into the campus principal.
3. The campus principal will put together a Teacher of the Year committee. The committee reviews the three applications and selects one campus Teacher of the Year. The campus principal will send the Region 10 Teacher of the Year application of the selected recipient to the Communications Department.
4. The District will establish a Teacher of the Year committee and will select one Elementary and one Secondary Teacher of the Year for the District.
5. The Campus Teachers of the Year along with the Elementary Teacher of the Year and the Secondary Teacher of the Year will be honored at a special event.
6. The Region 10 Teacher of the Year applications for the Elementary and Secondary Teacher of the Year for the district will be sent onto the Regional competition.

#### Employee of the Year Program:

1. Colleagues will nominate employees in the following categories:
  - a. Custodial/Maintenance/Grounds
  - b. Transportation
  - c. Student Nutrition
  - d. Professional/ Certified (does not include teachers)
  - e. Paraprofessional/Clerical
1. Colleagues will nominate an employee using this form: <https://goo.gl/forms/nDfTkHMIJWxuV6zK2>
2. The District will establish an Employee of the Year committee. The committee will review the nominations each nine weeks and select an Employee of the Nine Weeks for each category.
3. Employees of the Nine Weeks will be honored at Board Meetings. The supervisor has a maximum of 2 minutes to speak during recognition to honor the recipient at a Board Meeting.
4. From the Employee of the Nine Weeks recipients, an Employee of the Year will be selected for each category.
5. An overall Employee of the Year award winner will be selected from the Employee of the Year recipients from each category.
6. The Employee of the Year recipients will be honored at a special event.

#### **EMERGENCIES**

Refer to Board Policy CKC located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

All employees should become familiar with the evacuation diagrams posted in the work area. Fire, tornado, and other emergency drills will be conducted to help familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should be familiar with how to use the fire extinguishers and the location of the extinguishers nearest each employee's place of work.

#### **BAD WEATHER CLOSING**

Refer to Board Policy CKC located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.

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 social media, the District's website at [www.cfbisd.edu](http://www.cfbisd.edu) and notify the following radio and television stations.

KRLD Radio, 1080 AM  
KVIL Radio, 1150 AM, 103.7 FM  
WBAP Radio, 820 AM

KDFW Television, Channel 4  
KXAS Television, Channel 5  
WFAA Television, Channel 8  
KTVT Television, Channel 11

Staff will also be contacted by phone calls and text messages through Blackboard Connect phone notification

system. It is important that each staff member keep his/her telephone number updated through the change of address/phone information form on [www.cfbisd.edu](http://www.cfbisd.edu).

### **BUILDING AND FACILITY USE**

*Refer to Board Policy GKD located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

Carrollton-Farmers Branch Independent School District rents certain facilities to groups which have been approved by the Board of Trustees. These groups include educational, religious, civic organizations, and non-profit making groups with headquarters within the boundaries of the District. Rentals of classrooms are only available to organized college classes. The rental of any facility must not interfere or conflict with any school activity.

### **FREE PASSES**

All full-time Carrollton-Farmers Branch Independent School District employees receive free passes to designated events sponsored by the District.

### **ID BADGES**

Employees are required to wear a District photo ID badge while on campus and should secure a replacement badge if it is lost or damaged. If the employee acquired an ID badge through the Personnel Services department, there will be a \$3.00 replacement fee to secure a new badge.

### **DISTRIBUTION OF MATERIALS**

Materials directly related to school business may be distributed to employees and students. All printed materials to be distributed to students or employees must have appropriate administrative approval. Approved materials should be presented to the campus or departmental office for distribution. On the campus level, the principal makes the decision on what will be distributed on that campus. Materials on the building level will not be distributed via the classrooms, but will be placed in an area designated by the principal. The school mail service (postage-free delivery) is available to District employees for internal communications on school-related business only.

### **PURCHASING PROCEDURES**

*Refer to Board Policy CH located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

All requests for purchases must be submitted to the Purchasing Department on an official electronic Carrollton-Farmers Branch Independent School District purchase order (PO) form with appropriate approval signatures. No purchases, charges or commitment 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 Purchasing Department.

Only the Board of Trustees may enter into contracts. Commitments and obligations to Disc Jockeys, bands, reservations at hotels for party rooms, ballrooms, restaurants, etc. may be made by the school principal. Under no circumstances may contracts or agreements be extended beyond one year without specific authorization from the Superintendent.

### **TRAVEL EXPENSES**

*Refer to Board Policy DEE located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

Employees must receive prior approval from the principal/supervisor in order to receive reimbursement for travel expenses. Authorized travel will be reimbursed according to current travel expenditure guidelines adopted by the Board. Receipts for actual expenses must be retained by the employee and submitted for reimbursement.

Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

# **VIII. TERMINATION OF EMPLOYMENT**

## **TERMINATION**

Contract employees facing dismissal for good cause during the contract period are entitled to due process, which includes written notice and an opportunity for a hearing. An employee will be given written notice of the charges against him/her and will be given an opportunity to contest this action before the Board. An employee who receives written notice of dismissal must notify the Board in writing within 15 days if the employee wishes to have a hearing. The hearing shall be set on a date that affords the employee reasonable time to prepare an adequate defense. At the hearing before the Board, the employee may employ counsel.

The dismissal or resignation of a certified employee will be reported to the Commissioner of Education if the employee's conduct involves the following:

- any form of sexual or physical abuse of a minor child, or any other illegal conduct with a minor child;
- possession, transfer, sale, or distribution of a controlled substance or illegal drug;
- illegal transfer, appropriation, or expenditure of school property or funds;
- an attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position; or
- omission of a crime occurring in whole or in part on school property or at a school-sponsored event.

Due process requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct.

## **RESIGNATIONS**

Refer to Board Policy DFE located at [www.cfbortal.org](http://www.cfbortal.org) and click on Policy Online.

**Contract Employees.** Contract employees may resign their position without penalty effective for the end of the school year if written notice is received 45 days before the first day instruction of the following school year. A written notice of resignation should be submitted to the building principal or supervisor, along with a termination packet. If the principal or supervisor are not available, contingent on when the resignation is tendered, the resignation should be submitted to the Office of Personnel Services.

Contract employees may resign at any other time only with the approval of the superintendent or the superintendent's designee. Board approval is not required for the resignation of be accepted if approved by the superintendent or designee upon receipt. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*.

## **PROBATIONARY CONTRACTS**

The probationary term is for a one-year period, and may be renewed for two additional one-year periods. At the end of the third probationary year, the district must decide to:

- Hire the teacher under a term contract,
- Release the teacher, or
- Extend a fourth probationary year if the Board determines that it is doubtful that the teacher should get a term contract.

An individual employed as an educator in Texas for five of the last eight years preceding employment by the District is

subject to a one-year probationary period only. At the end of any probationary period, the Board's decision not to extend another probationary period, or to offer a term contract is final and not appealable. Any teacher may be returned to probationary status at any time, if the teacher agrees.

### **DISMISSAL OR NONRENEWAL OF CONTRACT EMPLOYEES**

*Refer to Board Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF*

Employees on probationary or term contracts can be dismissed during the school year according to procedures outlined in District policies. Employees on probationary or term contracts can be non-renewed 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 time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. These procedures do not apply when a contract employee is dismissed for failing to maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are available to employees on line at [www.cfbortal.org](http://www.cfbortal.org) and click on Policy Online.

### **EXIT QUESTIONNAIRE FOR TERMINATING EMPLOYEE PROCEDURES**

*Refer to Board Policies DC and CY located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

The Exit Interview information is confidential and will be used for assessment purposes in the Carrollton-Farmers Branch Independent School District's continuing effort to improve. The Exit Questionnaire is available on the CFB website, Personnel Services, Employment Separation Forms. It should be completed and sent to Personnel Services. If you prefer to meet with a Personnel Services Administrator in addition to completing the Exit Questionnaire, contact Susan Stevens at [Stevenss@cfbisd.edu](mailto:Stevenss@cfbisd.edu).

### **REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION**

*Refer to Board Policy DF and DHB located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

The dismissal of a certified employee must be reported to the Division of Investigation at TEA whenever the termination is based on the 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 school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event
- Violating assessment instrument security procedures

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).

### **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

# **IX. STUDENT ISSUES**

## **EQUAL EDUCATIONAL OPPORTUNITIES**

*Refer to Board Policy FB, FFH at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

The Carrollton-Farmers Branch 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 of students based on sex, including sexual harassment should be directed to Michelle Bailey, the district's Title IX Student coordinator. Questions or concerns about discrimination on the basis of a disability should be direct to Tracy Smith, 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.

## **STUDENT RECORDS**

*Refer to Board Policy FL at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy online.*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate educational interests

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

## **PARENT AND STUDENT COMPLAINTS**

*Refer to Board Policy FNG located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

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.

## **ADMINISTERING MEDICATION TO STUDENTS**

*Refer to Board Policy FFAC located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

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

## **DIETARY SUPPLEMENTS**

*Refer to Board Policy DH, FFAC located at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her



school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

### **PSYCHOTROPIC DRUGS**

*Refer to Board Policy FFAC located at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

### **STUDENT CONDUCT AND DISCIPLINE**

*Refer to Board Policies in the FN and FO series located at [www.cfbortal.org](http://www.cfbortal.org) and click on Policy Online.*

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

### **STUDENT ATTENDANCE**

*Refer to Board Policy FEB located at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy Online.*

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

### **BULLYING**

*Refer to Board Policy FFI at [www.cfbisd.edu](http://www.cfbisd.edu) and click on Policy Online.*

All employees are required to report student complaints of bullying to the building principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students is Board Policy FFI.

The district prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying may be verbal or written expression or expression through electronic means, or physical conduct. Bullying is not tolerated by the district and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district to obtain an incident report form that may be used to submit the complaint.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

### **HAZING**

*Refer to Board Policy FNCC located at [www.cfbisd.edu](http://www.cfbisd.edu) and click Policy online.*

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.

## **X. FORMS**

The forms provided in this section are samples which are provided for your information. You may obtain original forms from your Principal/Supervisor.

**Personal Leave Request Form**  
**Parental Consent for Electronic Media With Students Form**  
**Procedures for Staff Requesting Transfer**  
**Request for Bonus Day for Cooperating Teachers**





**PERSONAL LEAVE REQUEST FORM**  
**C-FB DISTRICT GUIDELINES FOR USE OF PERSONAL/DISCRETIONARY LEAVE**  
**UP TO FOUR DAYS – FORM REMAINS ON CAMPUS**

- Shall be recorded in whole workdays or half workdays only. (A workday shall mean the number of hours per day associated with the employee's usual work assignment, whether full-time or part-time.)
- Shall **not** be used immediately preceding or following a school holiday, on the last day of a grading period, on staff development days, on teacher workdays, or state testing days, unless approved by the principal/supervisor.
- The effect of the employee's absence on the educational program or department operations, availability of substitutes, and available leave days, will be considered by the principal/supervisor in approving the leave request.

**REQUEST FOR PERSONAL/DISCRETIONARY LEAVE FOR FIVE CONSECUTIVE DAYS – SUBMIT REQUEST FORM TO PERSONNEL SERVICES**

- Employee must submit this signed written request form to his/her principal/supervisor **in advance** of the anticipated absence and the principal/supervisor must approve the written request **before** the leave may be taken.
- If the request is for five consecutive days, the request must be approved by the principal/supervisor, and delivered to the Chief of Staff for final determination.
- Unless it is an emergency, use of personal leave will not be approved unless the request is submitted to the principal/supervisor in advance of the anticipated absence.
- In the leave is not approved in advance, the employee will be docked full pay for the missed days unless an emergency exists.

I request that the following date(s) be approved as Personal/Discretionary Leave  
**(Discretionary use of state personal leave shall not exceed five consecutive workdays. Absences in excess of 5 days will be docked at the employee's daily rate.)**

DATE(S) REQUESTING: \_\_\_\_\_

Employee Name (Please Print)	Campus	Date
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I can verify that I have the leave days available for this request

\_\_\_\_\_  
 Employee Signature

Principal/Supervisor Date	<input type="checkbox"/> Approved Up to 5 Days Pending Days Available	<input type="checkbox"/> Not Approved
------------------------------	---	---------------------------------------

Chief of Staff	<input type="checkbox"/> Approved Up to 5 days Pending Days Available	<input type="checkbox"/> Not Approved
----------------	---	---------------------------------------

Date \_\_\_\_\_



I \_\_\_\_\_ (parent/guardian name) give the following employee permission to communicate via text or other electronic means with my student(s) due to the fact that the employee has a social or family relationship with my student. I understand the employee is not subject to the provisions set forth in the Use of Electronic Media with Students protocol.

Name of Employee \_\_\_\_\_ Building \_\_\_\_\_

Name of Student \_\_\_\_\_ Campus \_\_\_\_\_

Name of Student \_\_\_\_\_ Campus \_\_\_\_\_

Name of Student \_\_\_\_\_ Campus \_\_\_\_\_

I understand that the employee continues to be subject to applicable state and federal laws, administrative regulations and the Educators' Code of Ethics in regards to communications.

Furthermore, I acknowledge the following:

- The employee has provided me with a copy of the Use of Electronic Media with Students Protocol
- The employee and the student have a social relationship outside of school;
- I understand that the employee's communications with the student are excepted from district regulation; and
- I am solely responsible for monitoring electronic communications between the employee and the student.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

USE OF ELECTRONIC MEDIA WITH STUDENTS

*Refer to Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- **Electronic 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, Snapchat). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- **Communicate** means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to District regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- **Certified or licensed employee** means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following protocol:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

Parental Consent for Electronic Media With Students Form – Page 2

- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district email address.
- The employee shall limit communications to matters 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).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 8 p.m. and 7 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communication with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

**PROCEDURES FOR PROFESSIONAL STAFF REQUESTING A TRANSFER**

**NO VOLUNTARY TRANSFER WILL BE CONSIDERED UNTIL FORCED TRANSFERS ARE PLACED.**

A PROFESSIONAL STAFF MEMBER REQUESTING A TRANSFER IS ENCOURAGED TO DISCUSS THE REQUEST WITH THEIR PRINCIPAL/SUPERVISOR PRIOR TO COMPLETING THE TRANSFER REQUEST FORM.

- To qualify for the transfer list, a professional must meet all the following requirements:
  - Currently be a Teacher, Counselor, or Librarian under contract in C-FB ISD
  - Must have earned one full year of service credit as a contract employee in C-FB ISD according to Chapter 153 Section CC of the Texas Administrative Code during the 2016-2017 school year.
  - Be appropriately certified (per SBEC as of February 23, 2018) for the desired campus level and teaching field for the 2019-2020 school year
  - Complete the Professional Transfer Application during the transfer request window
- As a courtesy, please notify your campus principal that you have requested a transfer. Following the closing of the transfer request window, Personnel Services will send to your principal a list of their employees who have applied for a transfer.
- No voluntary transfer will be considered until teachers who have been identified as Surplus have been placed.
- The regular application process (TEAMS Internal Application) should be followed for employees interested in changing to a different type of position on a higher pay grade or which requires a different class of certificate (i.e. Teacher to Counselor or Teacher to Librarian) However, a Counselor or Librarian interested in a teaching position may request a voluntary transfer.
- Teachers desiring a reassignment within the building should not fill out the Professional Transfer Application. A request for reassignment within the campus should be made directly to the building principal for his/her consideration, rather than to Personnel Services.
- Professionals interested in a transfer should be sure their certification information is accurate in TEAMS. View your certification by logging into the Employee Service Center and selecting My Employment Records then My Certification to verify certification. Contact [Paige Acevedo](#), Certification Officer, with further questions.
- Once the Transfer List is approved and completed, a list will be shared with all building principals for review and for them to provide a reference if another principal wishes to interview you.
- Persons on the transfer list may contact principals in writing only. Resumes or other pertinent written information may be sent to principals of campuses where the teacher desires to transfer. Building principals will select who they choose to interview.
- As a general rule, no voluntary transfers will be made during the school year.

**EXCEPTIONS TO THESE PROCEDURES MUST BE APPROVED BY  
THE OFFICE OF PERSONNEL SERVICE**

## **GUIDELINES FOR GRANTING BONUS LEAVE DAY FOR SUPERVISING TEACHERS**

When the cooperating university or alternative certification program allow it, the student teacher may teach alone for the day and allow the cooperating teacher one release day.

Any full-time teacher who is assigned the responsibility of supervising a student teacher may be granted the equivalency of one (1) bonus leave day per assignment per semester. It is recommended that the bonus leave day be taken during the last ten (10) days of the assignment. In the absence of the supervising teacher, the student teacher may serve as the substitute teacher for not more than one day if:

1. The student teacher has been in that student teaching assignment for a minimum of fifteen (15) school days or thirty (30) half days; and
2. The cooperating teacher, the principal of the school, and the university supervisor agree that the student teacher is capable of handling successfully the teaching responsibilities; and
3. A certified classroom teacher in an adjacent room or a member of the same teaching team as the student teacher is aware of the absence of the cooperating teacher and agrees to assist the student teacher if needed; and
4. The principal of the school or the principal's representative is readily available in the building.

An assignment is defined as any 6, 8, or 12 week period defined by the certification program or university and approved by the Human Resources Office or any other time period as mutually agreed upon by both entities. However, the minimum number of days must be met as stated above. An assignment less than the minimum number of days will not qualify the cooperating teacher to be granted the bonus leave day. In cases where the student teacher is placed in a dual assignment, each cooperating teacher may be granted one (1) bonus leave day as long as all guidelines are satisfied. If the assignment is made on a half-day basis, the cooperating teacher may be granted two (2) half-days of bonus leave, however, the minimum number of days must be satisfied.

The day of bonus leave is not a part of the local leave policies. Therefore, these days do not accumulate and they must be requested and used during the time period that the student teacher is assigned. Absences for this request shall not be charged against the teacher's current annual local sick leave allocation. Although the cooperating teacher may use the day for any reason, it may not be used or considered in the context of sick leave as defined in the local leave policy. However, the bonus day may not be used immediately before or after a school holiday.

**The building principal shall be notified in writing at least three (3) working days in advance of all requests. Final approval is dependent upon the principal's agreement that the student teacher is capable of successfully handling the teaching responsibilities. If the student teacher is deemed to be incapable or unwilling to assume this responsibility, there will be no consideration given to other alternatives to allow the cooperating teacher to request the bonus leave day.**

**CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT  
Request for Bonus Leave Day for Cooperating Teacher**

PLEASE RETURN COMPLETED COPY TO THE BUILDING PRINCIPAL

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Grade/Assignment: \_\_\_\_\_ Date of Bonus Leave: \_\_\_\_\_

Name of Student Teacher: \_\_\_\_\_

University: \_\_\_\_\_

Period of Assignment \_\_\_\_\_

In accordance with district practice, and in agreement with the university supervisor, I am requesting one (1) day of bonus leave or two half days of bonus leave if applicable on the date(s) indicated above. I understand that this day will not be applied against any accumulated sick leave under the district's sick leave policy. I have read and understand the district guidelines for granting personal leave days for cooperating teachers. Furthermore, I understand that my building principal has final authority in approving this request.

Cooperating Teacher \_\_\_\_\_ Date \_\_\_\_\_

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*To be completed by the student teacher:*

I agree to take full responsibility of the classroom as indicated above and have been informed of my duties and responsibilities.

Student Teacher \_\_\_\_\_ Date \_\_\_\_\_

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*To be completed by the building principal:*

In my best professional judgment, I affirm that the student teacher named above is capable and willing to assume total responsibilities.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

# XI. CAMPUS PROCEDURES

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## SECTION 504

### Section 504 Vision Statement

All students will meet the State of Texas Assessments of Academic Readiness (STAAR) at the satisfactory or advanced level and graduate college-ready and/or workforce ready without remediation

### Purpose of Section 504

To prohibit discrimination on the basis of disability and to ensure that all disabled students have educational opportunities and benefits equal to those provided non-disabled students.

### Legal Foundations of Section 504

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Section 504 and IDEA (Special Education) are different in the following ways:

#### Section 504

- \* Civil rights statute

- \* Applies to elementary, secondary, and postsecondary schools receiving funds from the U.S. Department of Education

- \* Enforced by the Office for Civil Rights (OCR), U.S. Department of Education

- \* Statement of Act:

No otherwise qualified individual with handicaps...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial

#### IDEA (Special Education)

- \* Child must have at least one of the 11 disabilities defined in IDEA; AND

- \* Child must need special education to receive a free appropriate public education.



assistance...

\* In the Act's implementing regulation, disability is not defined in categorical terms like the IDEA. No categorical "labels" are listed.

\* Funding statute

\* Applies only to the special education of students with disabilities

\* Enforced by the office of Special Education and Rehabilitative Services (OSERS)

## District Procedures for 504

- When a student enrolls, the enrolling campus will screen for proper program placement. The screening will be done by the person doing the enrolling whether it is an administrator or counselor.
- The evaluation process consists of looking for documented evidence qualifying the student for special programming. Special programming would mean placement in one of the following:  
(1) Special Education, (2) Bilingual/ESL, (3) Gifted and Talented, (4) Chapter I, or (5) 504 Handicap.
- If there is documented evidence of a student qualifying for special education, Bilingual/ESL, gifted and talented, Chapter I, or 504, then the administrator/counselor should refer to and follow the appropriate set of guidelines.

If there is no documented evidence of the above, the student will be placed in a regular classroom setting. Normal district procedures will prevail after the enrollment process is completed and the student is placed in an appropriate program.

- Students should demonstrate successful growth patterns to reinforce proper placement. If a student is being unsuccessful in the normal classroom setting, **the teacher would consult with the campus administration to determine intervention strategies.**
- **The teacher, along with the campus administrator, counselor, and/or district resource persons would develop classroom intervention strategies. The teacher would then implement. At this point, it is important to remain alert for evidence of a 504 handicap.**
- If a student continues to demonstrate an unsuccessful pattern, the at-risk/504 committee will review data, including test data, that has been collected as the student has developed. The committee will utilize the data in recommending options available at the campus, but extending beyond the classroom.

The committee (At-Risk/504) is composed of at least two persons, including persons knowledgeable about the student, the meaning of evaluation data and placement options. Typically, one would be

an administrator and/or counselor with optional members being a **teacher**, parent, or district resource person.

If the student is successful at this point, the strategies will be continued. If needed, the committee would repeat its process and continue to recommend strategies until the student showed success or all campus alternatives have been exhausted.

- If the student continues an unsuccessful pattern to the point where campus options have been exhausted, the committee will do an evaluation to determine if one of the district-wide programs could be recommended. If one of the district programs is appropriate, then the committee should follow the specific guidelines for that program.

If the program is unsuccessful, the committee will seek another alternative. If special education is recommended, the student, if he/she qualifies, will receive special education services through the Individual Educational Plan (IEP). If the student does not qualify, the student's assessment information will be returned to the At Risk/504 committee for further educational strategies.

- When considering any removal of a Section 504 handicapped student from his/her regular education program for disciplinary reasons, the following must be observed:
  1. Re-evaluate the student before excluding the student from his/her current educational placement for more than ten (10) school days.
  2. When re-evaluating the student, determine whether the student's behavior is related to his/her Section 504 handicapping condition.
  3. If it is determined that the handicapped student's behavior is related to his/her handicapping condition, review the student's current educational placement to determine if it is appropriate. The student may not be expelled for conduct related to his/her handicapping condition.
  4. If the student's misconduct is not related to his/her handicapping condition, the student may be expelled. However, educational service may not be terminated completely. The student must be provided educational services. These educational services are determined by the 504 committee.
- Appeals will be directed to the District 504 coordinator.

*Note: The above phrases in bold print emphasize the responsibility of the teacher when working with a 504 student. Under 504, the primary responsibility of the classroom teacher is to implement strategies or to oversee accommodations for an identified student.*

## **XII. PERSONNEL EMPLOYMENT POLICIES**

Carrollton-Farmers Branch I.S.D. Board policies are subject to change at the discretion of the Board of Trustees. All of the District's Board policies are available at the C-FB portal located at [www.cfbisd.edu](http://www.cfbisd.edu). Click on *About Us*, *District Policies*, *Board Policy Manual* and all personnel employment D policies will be made available for you to read or print. Policies which pertain to personnel employment are listed below. To access the D personnel policies, follow the procedures listed above.

DAA	DECA	DGB	DPB
DAB	DECB	DGBA	
DBA	DED	DGC	
DBAA	DEE	DH	
DBB	DF	DHB	
DBD	DFAA	DHE	
DBE	DFAB	DI	
DC	DFAC	DIA	
DCA	DFBA	DK	
DCB	DFBB	DL	
DCD	DFD	DLB	
DCE	DFE	DMA	
DEA	DFE	DMD	
DEAA	DFFA	DN	
DEAB	DFFB	DNA	
DEB	DG	DNB	
DEC	DGA	DP	

## ***General Guidelines for Non-Exempt Employees***

### ***Auxiliary Personnel Duties***

The duties and responsibilities of auxiliary personnel vary according to the craft, employee's skill and assignment. Each employee's duties and responsibilities shall include but not be limited to:

- Performing all work assignments to the best of their ability regardless of type of work.
- Attending all training sessions and meetings as scheduled by department supervisors.
- Properly and efficiently use of all District equipment, tools, supplies, and materials.
- Being at work daily and on time.
- Always representing the district
- Keeping informed of new developments in employee's skill area and continuously looking for better use of material, better methods, and new techniques.
- Demonstrating an interest in the District, a good attitude toward all District personnel and a desire to improve the District.
- Exercising conduct that will reflect favorably on the individual and the school District.
- Making a continuous effort to achieve personal improvements.

### ***Probationary Period***

Upon employment, all Auxiliary Employees will begin a 6 month Probationary Period. During which time, their work ethic, skills, attitude, and professionalism will be evaluated. At any time during this period, if the overall job performance is unsatisfactory, the deficiencies will be shared with the employee and the employee may be subject to disciplinary action up to and including termination. After the 180 day Probationary Period is complete, continued employment will be based on their overall performance review. If the employee has exceeded expectations of work performance, they will exit probationary status and begin annual evaluations. However, the probationary period may continue as necessary until termination or annual evaluation of at-will employment.

### ***Identification Badges***

All auxiliary employees are required to wear identification badges whenever the employee is on duty. The badges must be clearly visible. Failure to wear ID badges may result in disciplinary action. The Human Resources Office will replace damaged or lost badges according to the following guidelines:

- Request for a replacement badge must be in writing from the supervisor, stating the reason the badge is needed
- Damaged badges will be replaced at no charge, if the damaged badge is returned.
- A replacement for a lost badge will be provided at a charge of \$3.00.
- Replacement badges for legal name changes will be provided at no charge.
- All terminating auxiliary employees must return their ID badge to their supervisor in order to receive their final paychecks.

***Time Reporting Instructions for Non-Exempt Employees***

The employee will enter the time via TEAMS with their TEAMS ID #:

- At the beginning of the work day
- When leaving/returning campus or worksite at any other time during the day for personal reasons, such as a doctor’s appointment or lunch break.
- When leaving for the day – ***DO NOT RECORD TIME OUT PRIOR TO THE END OF YOUR WORK DAY.***

All absences must be reported prior to the beginning of the shift to the supervisor’s office,, unless the circumstances make it impossible. The specific reason for the absence should be included so the employee’s leave balance is adjusted properly. The departmental timekeeping manager will enter all absence information into the TEAMS Time Keeping System. **If an absence is not reported properly, the employee may not receive payment for the day off.**

If an employee fails to check-in or check-out, it must be reported **in writing** to the supervisor’s office as soon as possible so the accurate time can be edited in the system. Failure to do so may result in the employee not being paid.

Failure to check-in or check-out for duty or breaks may, result in disciplinary action up to and including termination. If you have any questions, please contact the supervisor’s office or the Payroll Department.

***Check-in-in or Checking-out for another employee is considered theft and will result in immediate discipline.***

***Absence from Duty***

All employees must follow campus or department rules for communicating their absence each day they are absent from duty. Failure to communicate on time or in the manner prescribed by the department or campus may result in loss of pay for the time of absence.

If you will be late for work, contact your supervisor, telling him/her that you will be late and report when you expect to arrive. Excessive tardiness is regarded by the District as sufficient reason for termination.

Absences for school related business must be approved by the supervisor and should be requested in advance so that arrangements may be made for obtaining a substitute if needed. Employees who are absent because of District-related business will not be required to use leave time and will not lose any salary due to the absence.

Auxiliary employees who miss part of their regularly scheduled workday for any reason must use leave in increments of 1 hour per each hour missed, if available, unless the hours of absence are made up during the same work week with PRIOR WRITTEN supervisor approval. Prior written notice must be received by the supervisor prior to the hours being made up. Hours not made up within the week or covered by leave will reduce the number of hours paid. An employee may use enough leave to take them to no more than the scheduled work day.

### ***Attendance Guidelines***

The successful operation of the school district depends upon all employees being at work on time each day. Whenever an employee is absent or tardy, supervisors and other employees must make adjustments in order to keep the schools operating efficiently. Employees may be reassigned, transferred or terminated for excessive absences and/or tardiness.

The following definitions will be used to determine whether an employee has been absent or tardy an excessive number of times:

- ***Tardiness.*** Any employee arriving seven (7) or more minutes after his or her scheduled starting time will be considered tardy.
- ***Excessive Tardiness.*** Any three (3) occurrences of tardiness within a thirty (30) calendar day period will be considered excessive.

### ***Absent Without Leave***

An employee is absent without leave when the employee is absent and has depleted all paid leave.

Allowable absences under the Family and Medical Leave Act or other laws are not considered when calculating excessive absences or determining if the employee is absent without leave. Long-term absences of more than 5 workdays may not be used as a basis for disciplinary action, if appropriate medical certification is provided and the absence is covered under Family Medical Leave or other applicable laws.

### ***The following steps will be used to respond poor attendance***

- The supervisor / department head and Director will meet with the employee to review job performance and develop an attendance improvement plan. Failure to meet the attendance expectations outlined in the plan may result in disciplinary action up to and including the following:
  - Demotion including potential Pay Reduction
  - Loss of Scheduling Flexibility
  - Unpaid Suspension
  - Reassignment / Relocation
  - Change of Working Status (Fulltime to part-time; part-time to substitute)
  - Termination

***NOTE:*** These guidelines do not require disciplinary action, but allow for corrective action if the supervisor, after examining all factors, feels that it is necessary. The purpose of these guidelines is to improve attendance not to discipline or terminate. However, in some cases disciplinary action, up to and including termination may be necessary.

Nothing in this handbook creates a contractual relationship between the School District and any of its employees, nor does it alter the at-will nature of an employee's current employment status.

## ***Auxiliary Employee Vacation Procedures***

### ***Vacation Accumulation***

All full-time support personnel who are paid hourly on the semi-monthly payroll and who are employed in positions normally requiring 12 calendar months of service and who have worked for the District less than ten consecutive years shall accumulate paid vacation time at a rate of 10 days per school year accumulating from July 1 through June 30 each year. Employees who begin work after July 1 will have their vacation prorated.

Employees meeting the above specifications with more than ten consecutive years of full-time service in the District shall accumulate paid vacation time at a rate of 15 days per year, accumulating from July 1 through June 30 each year.

Vacation days or any accumulated leave may not be used as any part of the two weeks' notice. Vacation is not accumulated for days that the employee is off without pay. The Payroll Department adjusts vacation balances after July 1 each year at a rate of 1/2 day vacation for every 10 days without pay. If the employee has used more vacation days than he/she has earned, the overused vacation days will be deducted from employee's vacation balance for the next school year or deducted from the final paycheck.

### ***Vacation Scheduling***

Due to the heavy work schedule that occurs before the start of school every year, vacation requests for the period from the first week in August through the second week in September are discouraged. Any request during this time must be either an emergency or an unusual circumstance, and the request must be submitted in writing to your immediate supervisor with as much advance notice as possible.

### ***Vacation Availability***

All vacation days for the upcoming school year will be advanced and posted on July 1 each year. Vacation days for new employees who begin work after July 1 will be prorated on the number of months normally worked through the next June. The available vacation days will be posted on the first paycheck.

NOTE: Employees are responsible for accurately tracking the number of vacation days that are available. This information is shown on the paycheck stub each payday.

### ***Vacation Requests***

Employees must complete a Vacation Request Form and submit it to their immediate supervisor for approval. Vacation Request must be submitted to the department head for approval. Department Heads may not approve vacation days due to the needs of their department. Employees who take unapproved vacation days will be considered to have abandoned their jobs and will be subject to immediate termination of employment. Employees who miss work due to illness on 3 or more days which were unapproved vacation days must provide medical certification for the absence or be subject to immediate termination of employment. Vacation request forms are retained by the Departmental Supervisor.

### ***Vacation Reporting***

Availability of vacation days is maintained by the TEAMS timekeeping system. The employee will be paid if days are available and docked full pay if no vacation days are available.

### ***Forfeiture of Vacation Days***

Vacation days for the preceding school year must be used before December 31 of the current school year. Any vacation days remaining will be forfeited.

### ***Overpayment of Vacation Days***

An employee who has used more vacation days than earned upon termination will have the overpayment for vacation days deducted from the employee's final paycheck.

### ***Vacation Procedures for Department Heads and Supervisors***

Vacation Request Forms must be completed and turned in to the immediate supervisor prior to the time requested. Vacation Request Forms are retained by the supervisor and are not forwarded to payroll.

### ***Other Auxiliary Employee Guidelines***

#### ***Holidays***

Full-time, twelve-month auxiliary employees receive pay for all holidays designated on the official school calendar as auxiliary employee holidays if they are paid for the full day before and the full day after the holiday. The number of holidays may vary with the approval of the current year calendar by the Board of Trustees.

#### ***Non-Work Days***

Auxiliary employees scheduled to work only during the school year observe non-working time during the summer, winter, and spring as indicated on the official school calendar

#### ***Training Time***

District auxiliary employees who attend training sessions as directed by their supervisor are paid their regular pay rate for the time in training

District auxiliary employees who chose to attend training sessions for self-improvement or to meet minimum requirements for certification or a position are not paid for the time training.

#### ***Personal Appearance***

Employees should remember that they represent both the school District and their department. Therefore, each employee should endeavor to maintain a clean, neat appearance at all times.

#### ***Uniform Guidelines (except Student Nutrition Services)***

Uniforms may be issued to employees at the time of employment. The maintenance of the uniforms becomes the responsibility of the employee upon issuance.

Uniforms issued less than six (6) months must be returned in usable condition upon termination. After the uniforms are in employee's possession for six (6) months, the employee shall return ONLY the name identification patches to the District.

Employees who fail to return the uniforms will have the cost of the uniforms deducted from their final paycheck.



Each employee must dress appropriately for the workplace. Attire that creates distractions will not be allowed.

Each employee will wear a complete uniform to work each day the employee is on duty. Shirts will be completely buttoned with tails tucked into pants.

Uniforms shall not be altered from original form, for example: sleeves cut off to make a sleeveless shirt; legs cut off pants to make shorts, etc.

All caps and hats worn shall be issued by the District or a matching color with no advertising.

Auxiliary employees are NOT allowed to wear shorts, while on duty, unless approved by the Chief Operating Officer for summer work schedules.

The employee's compliance to these rules shall be the responsibility of his/her immediate supervisor and any disciplinary action taken for violators shall be the supervisor's responsibility.

### ***Visitation***

No friends, relatives, neighbors or former employees shall visit employees during working hours. Any person who needs to contact an employee during working hours for emergencies shall be cleared through the supervisor's office.

### ***District Buildings***

The following guidelines are to be followed when entering district buildings:

- When entering buildings, please be considerate of the environment.
- Limit your access to restrooms and faculty/staff break areas.
- Leave the building neat and orderly as you found it.
- Report any major damage or necessary cleanup to your supervisor.

### ***Telephone***

Auxiliary employees are requested not to make or receive personal telephone calls while on duty except in emergency situations. Employees may use the telephone for personal calls during breaks and lunch. Personal calls at other times must be approved by the supervisor.

### ***Camera Phones/Cell Phones***

Auxiliary employees may not use cell phones for personal reasons during working hours, unless approved by the department supervisor. Phone Cameras must not be used at any campus or anywhere in the vicinity of students.

### ***Smoking & Tobacco Usage***

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. The District prohibits the use of electronic cigarettes or any other electronic vaporizing device on District property at all times. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smok-

ing is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

### ***Workplace Safety***

#### ***Energy Conservation***

Energy is a controllable resource. Each of us is responsible for evaluating energy needs, making suggestions for ways to save energy, and taking action when energy use can be immediately reduced.

#### ***Asbestos Management Plan***

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for every C-FBISD property. A copy of each management plan is available in the administrative office of each site. For additional information employees may contact the Executive Director of Facility Services and Transportation.

#### ***Eye Protection Equipment***

The District will provide standard eye protection equipment in the form of safety glasses, goggles, and eye shields. The cost of prescription safety glasses is the responsibility of the individual employee.

#### ***Emergencies***

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

#### ***Boiler and Mechanical Room***

Texas Senate Bill 11 provides additional safety to school district campuses and buildings regarding storage in boiler, mechanical and electrical rooms.

- ALL STORAGE IS PROHIBITED.
- The roof over boilers designed for indoor installations shall be free from leaks and maintained in good condition.
- Adequate drainage shall be provided.
- All exit doors shall open outward. Two or more exits remote from each other should be provided.

#### ***Work-Related Injuries or Accidents***

##### ***Steps to report an on-the-job injury:***

1. Notify your immediate supervisor and departmental supervisor immediately following the injury.
2. File an initial injury report.
3. Contact Employee Benefits Office at 972-968-6199.
4. Visit the doctor of your choice for medical attention, if necessary. Be sure to tell your physician that your injury is work-related. The medical provider is the employee's choice, but note that medical providers may choose not to treat under workers' compensation and therefore another provider will have to be selected.

In the event of a personal injury or accident, it is the direct responsibility of the injured employee to give a detailed report of the injury or accident to the supervisor within 24 hours. The Employee's First Report of Injury or Illness form must be filled out by the employee and signed by both the employee and the supervisor. A personal injury is identified as an injury where pain or visual injury occurs. The supervisor must send a copy of the accident report to the Employee Benefits Office at the Administration Building. Approval of treatment for job-related injuries must be obtained from the Benefits office at 972-968-6199.

The supervisor is responsible for conducting a thorough investigation as to the cause(s) of the accident and implementing the corrective action needed to prevent recurrence. All employees are expected to cooperate with the district administration in an accident investigation.

It is the responsibility of the employee to tell the medical provider that the injury/illness is being filed under workers' compensation. The medical provider is the employee's choice, but note that medical providers may choose not to treat under workers' compensation and therefore another provider would have to be selected.

An employee who is unable to report back to work because of an on-the-job injury/illness must provide to their Supervisor a doctor's written statement that they are unable to work. An employee can return to work following a work related injury/illness if the supervisor can accommodate any work restrictions imposed on the employee by the provider. If a doctor's written statement has work restrictions that cannot be accommodated by the supervisor, the employee must remain off work until the provider lifts restrictions allowing the employee to perform the essential functions of the job.

Employees who are unable to return to duty after seven (7) calendar days, must call the departmental supervisor each week to report the employee's work status. The employee must also provide their departmental supervisor with a copy of their doctor's statement within one week of each doctor's appointment.

All absences due to work-related injuries are applied to Family and Medical Leave. After all available leave under FMLA guidelines has been exhausted; employees must return to duty immediately or be subject to termination procedures. However, employees who are unable to return to duty may request to be placed on an inactive employee status list after all FMLA leave has been used. Upon approval by the Administration, employees may remain on the inactive employee status list for a maximum of thirty (30) calendar days. Employees who are unable to return to duty by the end of the thirty (30) workday period will be dismissed from employment. Employees are responsible for payment of their portion of insurance premium while on the inactive employee status list.

*INFORMATION REGARDING WORKERS' COMPENSATION CLAIMS IS AVAILABLE IN THE BENEFITS OFFICE AT THE ADMINISTRATION BUILDING 972 968-6199.*

### ***Grievances***

The purpose of a grievance procedure is to find fair solutions to problems that may arise affecting working conditions of employees of the District. Grievance proceedings should be kept informal and appropriately confidential.

Successive grievance levels are available should an informal settlement between the employee and supervisor prove unsuccessful. The first level is a written grievance submitted to the employee's supervisor. Because there is a time limitation involved in this process, employees are requested to refer grievance procedures the District Procedure Section of this handbook.

### ***Non-Authorized Work***

No employee shall engage in any work other than that authorized by the District and beneficial to the District while on District time. This shall include but not be limited to:

- No employee shall work on any personal projects while on District time.
- No employee shall work on any project for another person whether that person is a District employee or otherwise, while on District time.
- No employee shall purchase any personal tools, materials, supplies, or other items for personal use while on District time.

### ***Vehicle and Equipment Usage***

District vehicles and equipment are for District use only. Only District employees or authorized business representatives may ride in District vehicles. Employees may not listen to radios or other portable electronic devices that use headsets while driving District-owned vehicles or equipment. Any use of school equipment, materials, and/or time for personal matters is not allowed. Withholding information about personal use of district vehicles or equipment may result in disciplinary action up to and including termination. Electronic tracking devices may be used to verify vehicle and equipment usage and location.

### ***Care of Vehicles***

Employees who are assigned a vehicle are responsible for the normal up-keep. Each time you refuel the vehicle assigned to your department; all fluid levels should be checked. Each employee is responsible for reporting any damage to their assigned vehicle before the end of each workday.

No modifications to vehicles shall be made by employees without approval of the Transportation Department.

### ***Care of Equipment***

Employees are expected to make use of safety equipment furnished by the District and to operate District-owned or rental equipment in a safe and cautious manner. Abuse of equipment may result in disciplinary action.

### ***Driver's License***

Drivers of all District vehicles and equipment must have the proper driver's license. Operating vehicles without a valid driver's license is cause for immediate termination.

### ***Driving Record***

Drivers of district owned vehicles who's driving records for the preceding 3 years accrues 10 points or more according to the TEA requirements for school bus drivers are subject to immediate termination. Each driver must report any change in their driving status or record to their supervisor immediately.

**NOTE:** The District's insurance carrier will not insure anyone with more than three (3) moving violations in the past three years or a DWI in the past seven (7) years.

### ***Driving on School Grounds***

District vehicles are not to be driven on sidewalks or grassy areas unless it is an absolute necessity, such as loading or unloading heavy items.

### ***Speed Limit***

Speed limits, inside the complex and on the open road, should be observed at all times. If you receive a traffic violation, it will be your responsibility to pay for the violation.

### ***Locking of School Vehicles***

All school vehicles must be locked when they are left unattended, with all windows entirely closed and securely fastened. District keys should never be left in the vehicle while unattended. No loss will be covered by District insurance unless there is evidence of violent and forcible entry into the vehicle. The employee can be held personally liable for loss if his/her vehicle is not locked. Disciplinary action may be taken as a result of leaving a vehicle unlocked.

### ***Operating School Vehicles***

- Obey all driving laws for the state of Texas.
- Keep accident report forms in vehicle.
- Keep valid insurance cards in vehicle.
- Keep gas card in vehicle.
- Maintain fire extinguisher in vehicle.
- Maintain first aid kit in vehicle.
- Maintain proper level of fluids in vehicle.
- Keep inside and outside of vehicle clean.
- Keep tires properly inflated.
- Keep state inspection up to date.
- When leaving vehicle close windows and lock doors.
- Do not leave an ignition key in the vehicle.
- Do not park in handicapped zones, fire lanes, or bus loading zones.
- Immediately report any damage to the supervisor.
- Notify supervisor of any breakdowns or repair work to be done on District vehicle before going to the Transportation Department.

- Do not drive on curbs or grassy areas unless absolutely necessary.
- Immediately notify supervisor of any change in driving status, such as tickets.
- Do not use cell phones while the vehicle is in Drive.

### ***Vehicular Accident Reports***

Vehicular Accident Reports must be completed whenever any District-owned vehicle is damaged. The following procedures are to be used for reporting vehicular accidents:

- All vehicles should have Vehicular Accident Report Forms in the glove box.
- Vehicular Accident Report Forms must be completed and turned in to the department head with twenty-four (24) hours after the accident, unless it is an emergency. \*\*
- \*\*If an employee is injured, the department head must notify the District Occupational Health Nurse at 972-968-6199 immediately following the accident.
- In the event of an injury accident, the immediate supervisor must investigate the accident and take pictures. If the immediate supervisor is not available, then it will be the responsibility of the departmental supervisor to investigate the accident.
- The supervisor will provide the original Vehicular Accident Report and pictures to the Chief Operating Officer.
- The Chief Operating Officer or his/her designee will review the accident, interview the District driver and make recommendations to the employee and supervisor. If gross negligence is found in the investigation, disciplinary action will be taken.

### ***Soliciting***

Employees are given opportunities to support organizations and charities but are not required to participate in or support any projects. All solicitation, including those for school-related projects, must be approved by the administration. Consideration will be given to projects that contribute to the education program. No outside organization of any sort may solicit contributions of any type from students within the schools.

Employees and students are not permitted to sell or promote any type of lottery or game of chance as a school activity.

Salesmen are not permitted to confer with employees during school hours, unless the purpose is directly related to school business.

Employees are not permitted to solicit or sell items or products during school hours.

### ***Reduction of Staff***

When a reduction in staff is made, the last person employed in the position that is being reduced shall be the first to be terminated or, if possible, transferred. In auxiliary positions, the job assignment and skill required for the satisfactory performance of the job may take precedence over seniority.

### ***Service Awards***

The Carrollton-Farmers Branch ISD recognizes the length of employment with the presentation of a service award pin. This award is given after completion of 10 years of employment. All employees

receiving the award are invited to a reception to receive their pin. If their work schedule conflicts with the reception and they choose to attend, they will not be required to use personal time, but the employee will be docked for hours missed to attend the ceremony. However, if the employee chooses to use personal time, they must make that request in accordance with district policy and departmental procedure.

### ***Building and Facility Use***

C-FBISD rents certain facilities to groups that have been approved by the Board for entertainment, recreation, self-improvement, or community improvement. The rental of any facility must not interfere or conflict with any school activity and must be coordinated through The Department of Plant Operations.

### ***Distribution of Materials***

Materials directly related to school business may be distributed to employees and students. All printed materials to be distributed to students or employees must have administrative approval. Approved materials should be presented to the campus or departmental office for distribution.

The school mail service (postage-free delivery) is available to District employees for internal communications on school-related business only.

### ***Two-Way Radio Procedures***

***Two-way radios are to*** be used ***ONLY*** for school-related business or emergency situations. The radios must be used strictly in a business and professional manner. Disciplinary action will be taken if an employee is found to be violating proper radio procedures.

Monitor the radio to be sure the airway is clear before you make your call. Speak clearly and distinctly when transmitting. Always allow two (2) seconds before you speak after you key your radio to allow the encoder to clear.

### ***Student Contact***

Employees shall limit conversation and contact with students to that required to perform their duties.

- No Auxiliary employee shall attempt to discipline or punish a student. The need for discipline shall be reported to the teacher or principal for action.
- No employee shall ever attempt to lift an injured student except to assist at the school principal's request.
- Employees shall refrain from physical contact with students at all times.

### ***Benefits***

Employees working in two positions with the school District will receive benefits from only the primary position. Benefits such as sick leave and vacation will not be earned from the position designated as secondary position.

### ***Gifts***

Students and parents shall be discouraged from presenting gifts to District employees. Employees shall accept no gratuities, gifts, or favors that impair or appear to impair professional judgment. Employees shall not give gifts or money to students for any reason.

### ***Purchasing Procedures***

All requests for purchases are completed online. No purchases, charges or commitment 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.

### ***Severe Cold Procedures***

Severe cold is when the temperature stays below 20 degrees for three (3) or more days. If there is severe cold and you are asked to report to your building, these procedures will be followed:

- The Plumbing Department will place red stickers on the ceiling tiles that cover the pipes in the ceilings.
- The custodian will remove the tile with the sticker on it so the warm air can circulate to the pipes.
- The custodian will open the doors in the kitchen to allow the warm air to circulate.
- The custodian will open the doors of cabinets on the wall of the building so the heat can circulate around the pipes.
- The Outside Maintenance Department will turn off the sprinkler systems in the yards at the main cut-off.
- The Plumbing Department will turn off the water to exposed domestic services determined to be vulnerable to freezing damage.
- Two Maintenance Department employees will be assigned emergency duty for the days that school is closed. These employees will be driving school vehicles equipped with chains and sand and/or ice melt. One truck will be equipped with a sand spreader to assist buses or parent vehicles with access and egress to schools with problems. They will patrol the District, checking for broken water lines and emergency heat in the buildings. In the event that a water line breaks or some other emergency occurs, these employees will call in additional help from various departments.
- The custodians will arrive at their schools on the day designated and spread sand or ice melt and clear the sidewalks before teachers and students arrive. Maintenance personnel can report to work early if needed to help with any problems.
- Security personnel will be responsible for staying on duty until someone arrives to take their place. The monitor will assist in answering the telephone and placing telephone calls. The rover will be in the buildings checking for leaks or other problems that might require immediate action.

### ***Guidelines for Tools and Equipment***

#### ***Buying of Tools/Equipment***

The purchase of any new tools/equipment must be done through your supervisor. Tools/equipment furnished by the District which is lost through employee negligence will be replaced at the employee's expense.



***Marking Tools/Equipment***

All tools/equipment bought by the District will be marked for identification, for example, C/FB/ISD-931A. The letter following the numbers associates the tools/equipment with an individual employee. One letter will be assigned to each employee.

***Tools/Equipment List***

Each employee must have a tools/equipment list on file listing the tools/equipment for which the individual is responsible. All tools/equipment are to be left on the truck at the end of the working day. At no time should any tools/equipment be taken home for personal use.

***Truck Inventory***

A truck inventory will be taken by the supervisor at his/her discretion.

***Missing or Lost Tools/Equipment***

If tools/equipment are missing or lost at the time of the truck inventory, the employee responsible must replace the tools/equipment at his/her own expense and the supervisor will follow steps for progressive discipline. This may result in disciplinary action up to and including termination.

***Damaged Tools/Equipment***

The District will replace tools/equipment damaged on the job as long as the damage was not caused by abuse or negligence. The District will also replace or repair unsafe or worn out tools/equipment. It is extremely important to let your supervisor know immediately when tools/equipment are lost, unsafe, broken or worn out.