



# 2022-2023 EMPLOYEE HANDBOOK

Edgewood Independent School District  
5358 W Commerce | San Antonio, Texas 78237  
Main: 210-898-2000 | Human Resources: 210-898-2020



## Purpose of Handbook

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The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official District policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to, and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <https://pol.tasb.org/Home/Index/174>.



### HELPFUL PHONE NUMBERS

CENTRAL OFFICE	(210) 898-2000
HUMAN RESOURCES DEPARTMENT	(210) 898-2020
POLICE DEPARTMENT	(210) 898-2033
ATHLETIC DEPARTMENT	(210) 898-4044
GUIDANCE & COUNSELING	(210) 898-2049
HEALTH SERVICES	(210) 898-2054
PHYSICAL PLANT OPERATIONS DEPARTMENT	(210) 898-4032
PAYROLL DEPARTMENT	(210) 898-4009
RISK MANAGEMENT / EMPLOYEE BENEFITS	(210) 898-2039

**Be sure to stay up to date on the latest news and events happening in Edgewood ISD by following us on our social media pages!**



@EISDOFSA

## EMPLOYEE HANDBOOK RECEIPT

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Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

**I hereby acknowledge receipt of a copy of the Edgewood ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.**

Employees have the option of receiving the handbook in electronic format or have the responsibility of printing a hard copy.

An electronic copy of this handbook is available for download in a PDF format at [www.eisd.net](http://www.eisd.net).

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact the Department of Human Resources to obtain a hard copy.

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please sign and date this receipt and forward it to your campus principal or department supervisor.**

## SUPERINTENDENT'S WELCOME MESSAGE

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Hello and Welcome to all employees!



I am Dr. Eduardo Hernández and it is my great privilege to serve as Superintendent for Edgewood Independent School District. I feel blessed to call this 16 square mile radius home.

We have high expectations throughout our schools with programs to meet the needs of every student from prekindergarten to high school graduation.

We developed our Vision 2025, or what I like to call #1•3•5•5. This hashtag encompasses what guides and fuels everything we do here in the district.

- Our ONE district outcome: To graduate all students college-, career-, or military-ready by their expected date of graduation.
- Our THREE core values: Professionalism, Accountability and Communication.
- Our FIVE goals: Focus on Student Success | Focus on Students, Families and Community | Focus on Operational Excellence | Focus on Employee & Organizational Improvement | Focus on Financial Stewardship.
- Our FIVE Innovation Zones: Early Childhood, Leadership, Performing Arts, Public Service and STEAM. We have high expectations throughout our schools with programs to support our students from their start in full-day prekindergarten all the way through high school graduation. Non-boundary choices by application include a number of schools with diverse areas of focus and learning environments, including single-gender school, early college high schools and career-themed, industry-led schools in our five learning zones.

I hope you will find this employee handbook as a tool for success. It contains important policies, guidelines and more for your time here in EISD.

Thank you for considering our district to begin or continue your career. It is an honor to be your superintendent and to serve our Edgewood ISD community.

A handwritten signature in blue ink, appearing to read 'E. Hernández', written over a white background.

Dr. Eduardo Hernández  
EISD Superintendent of Schools

## SCHOOL BOARD

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*Policies BA, BB series, BD series, and BE series*

Texas law grants the School Board 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 and employment of the superintendent. The School Board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees are elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected in November of even numbered years and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

## CURRENT BOARD MEMBERS

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**Martha Castilla**  
Board President



**Stella Camacho**  
Board Vice President



**Joseph Guerra**  
Board Secretary



**James Hernandez**  
Board Member



**Richard Santoyo**  
Board Member



**Frank Espinosa**  
Board Member



**Luis Gomez**  
Board Member



**Dr. Eduardo Hernández**  
EISD Superintendent of Schools

The Board usually meets on the fourth Tuesday of each month at 6:00 p.m. In the event that large attendance is anticipated, the board may meet at a different location and said location will be disclosed on the agenda in a timely manner. The Board meeting schedules and agendas will be posted on the district website at [www.eisd.net](http://www.eisd.net). Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

You may contact board members in writing by addressing a letter to that member, c/o Edgewood Independent School District, 5358 W. Commerce, San Antonio, TX 78237-1399. To contact all board members with the same letter, address it to Board President, at the same address and attach a cover note asking that the letter be distributed to all board members.

## **BOARD MEETING SCHEDULE**

*Meetings are held at the District Conference Center, 1930 Herbert Lane, San Antonio, TX 78227*

<b>July 25, 2022</b>	<b>January 17, 2023</b>
<b>August 23, 2022</b>	<b>February 21, 2023</b>
<b>September 20, 2022</b>	<b>March 28, 2023</b>
<b>October 25, 2022</b>	<b>April 18, 2023</b>
<b>November 15, 2022</b>	<b>May 16, 2023</b>
	<b>June 20, 2023</b>

## EDGEWOOD ISD ADMINISTRATION – SENIOR LEADERSHIP TEAM

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**Dr. Eduardo Hernández**  
EISD Superintendent  
of Schools



**Phil Chavez**  
Deputy  
Superintendent



**Myrna Martinez**  
Assistant  
Superintendent of  
Business Operations



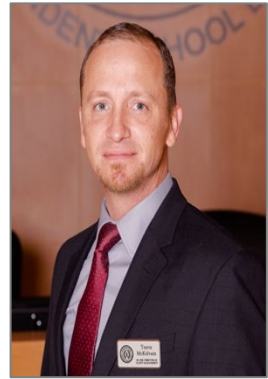
**Dr. Kimberly  
Gilmore-Madkins**  
Assistant Superintendent  
of School Leadership



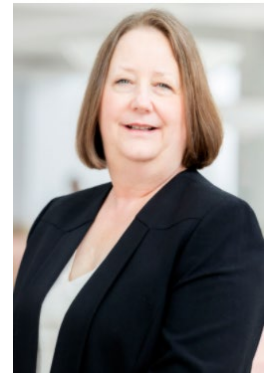
**Roberto Basurto**  
Assistant Superintendent  
of Academic



**Theresa Salinas**  
Chief of Innovation



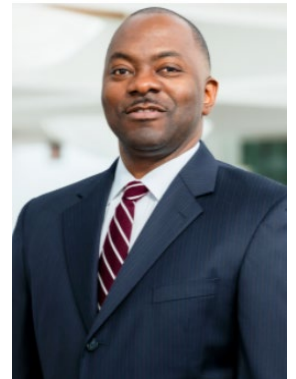
**Travis McKelvain**  
Chief of Schools



**Pamela Bendele**  
Chief Financial Officer



**Olga Moucoulis**  
Chief of Staff



**Elvis Williams**  
Assistant Superintendent  
of District Operations



**Cynthia Trevino**  
Chief of Human  
Resources and Student  
Support Services



**Keyhla  
Calderon-Lugo**  
Marketing and  
Communications  
Director



**Jesse Quiroga**  
Chief of Police



**Chriselda Bazaldua**  
Chief of CCMS &  
Innovation System

ACADEMIC SCHOOL CALENDAR – 2022-2023 SCHOOL YEAR

# Edgewood Independent School District REVISED 2022-2023 Academic Calendar



July 2022						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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August 2022						
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28	29	30	31			

September 2022						
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October 2022						
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23	24	25	26	27	28	29
30	31					

November 2022						
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20	21	22	23	24	25	26
27	28	29	30			

December 2022						
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25	26	27	28	29	30	31

January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

HOLIDAYS	
Sep 5	Labor Day
Oct 10	Columbus Day
Nov 21-25	Thanksgiving Break
Dec 19 - Jan 2	Winter Break
Jan 16	Martin Luther King Day
Feb 20	President's Day
Mar 13-17	Spring Break
Apr 7	Good Friday
Apr 28	Battle of Flowers
May 29	Memorial Day

LEGEND	
<span style="background-color: #0000FF; color: white;"> </span>	Start/End of School
<span style="background-color: #FF0000; color: white;"> </span>	Staff/Student Holiday
<span style="background-color: #FFFF00; color: black;"> </span>	Staff Development/Student Holiday
<span style="background-color: #00FF00; color: black;"> </span>	Teacher Workday
<span style="background-color: #FFA500; color: black;"> </span>	Intercession
<span style="background-color: #FFD700; color: black;"> </span>	State Assessments
<span style="background-color: #FF00FF; color: black;"> </span>	Early Release
<span style="border: 1px solid black; padding: 2px;"> </span>	July 27-29 New Teacher Academy
<span style="border: 1px dashed black; padding: 2px;"> </span>	Beginning/End of 6-Weeks

Regular School Hours	
Early Childhood Centers	7:30 am - 3:10 pm
Elementary	7:45 am - 3:30 pm
Middle School	8:15 am - 4:30 pm
High School	8:15 am - 4:15 pm

ACE School Hours	
Perales STEAM Elementary	7:45 am - 4:15 pm
Gus Garcia University School	8:00 am - 4:45 pm

Instructional Minutes	
Early Childhood Centers	82,580
Elementary School/Perales	83,475/91,530
Middle School/GGUS	88,850 /94,235
High School	86,195

Instructional Days	
Semester 1:	82
Semester 2:	98
Total Instructional Days:	180

Teacher Days	
Professional Development	5
Workdays	2
Total Teacher Days	187

Intercession Days	
Intercession (22 Days):	October 11-14
	January 3-6
	June 12-30



# Edgewood Independent School District Burleson School of Innovation and Education PROPOSED 2022-2023 Academic Calendar



## July 2022

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August 2022

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21	22	23	24	25	26	27
28	29	30	31			

## September 2022

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25	26	27	28	29	30	

## October 2022

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30	31					

## November 2022

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20	21	22	23	24	25	26
27	28	29	30			

## December 2022

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January 2023

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22	23	24	25	26	27	28
29	30	31				

## February 2023

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19	20	21	22	23	24	25
26	27	28				

## March 2023

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## April 2023

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## May 2023

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28	29	30	31			

## June 2023

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### HOLIDAYS

Sep 5	Labor Day
Oct 10	Columbus Day
Nov 21-25	Thanksgiving Break
Dec 19 - Jan 2	Winter Break
Jan 16	Martin Luther King Day
Feb 20	President's Day
Mar 13-17	Spring Break
Apr 7	Good Friday
Apr 28	Battle of Flowers
May 29	Memorial Day

### LEGEND

- Start/End of School
- Staff/Student Holiday
- Staff Development/Student Holiday
- Teacher Workday
- [ ] Beginning/End of 6-Week

July 27-29 New Teacher Academy

### Regular School Hours

8:15 am - 4:15 pm

### Instructional Minutes

86,400

### Instructional Days

Semester 1:	81
Semester 2:	99
<b>Total Instructional Days:</b>	<b>180</b>

### Teacher Days

Professional Development	5
Teacher Workdays	2
<b>Total Teacher Days</b>	<b>187</b>



Powered by Texas A&M-San Antonio



# Edgewood Independent School District TCIS 2022-2023 Academic Calendar



July 2022						
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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## HOLIDAYS

Sep 5	Labor Day
Oct 10	Columbus Day
Nov 21-25	Thanksgiving Break
Dec 19 - Jan 2	Winter Break
Jan 16	Martin Luther King Day
Feb 20	President's Day
Mar 13-17	Spring Break
April 7	Good Friday
Apr 28	Battle of Flowers
May 29	Memorial Day
Jun 19	Juneteenth

## LEGEND

- Start/End of School
- Staff/Student Holiday
- Staff Development/Student Holiday
- Teacher Workday
- Intersession
- State Assessments
- TCIS Additional Staff Development/Student Holiday

July 27-29 New Teacher Academy  
[ ] Beginning/End of 6-Weeks

## Regular School Hours

Early Childhood Centers	7:30 am - 3:10 pm
Elementary	7:45 am - 3:30 pm
Middle School	8:00 am - 4:00 pm
High School	8:15 am - 4:15 pm

## ACE School Hours

Perales STEAM Elementary	7:45 am - 4:15 pm
Gus Garcia University School	8:00 am - 4:45 pm

## Instructional Minutes

Early Childhood Centers	77,400
Elementary School/Perales	83,700/91,800
Middle School/GGUS	86,400/94,500
High School	86,400

## Instructional Days

Semester 1:	82
Semester 2:	98
Total Instructional Days:	180

## Teacher Days

Professional Development	5	4 Additional Staff
Workdays	2	Development Days
Total Teacher Days	187	

## Intersession Days

Intersession (22 Days): October 11-14  
January 3-6  
June 12-30

# Learn4Life-Edgewood 2022-2023 Academic Calendar



July 2022						
S	M	T	W	T	F	S
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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23	24	25	26	27	28	29
30						

May 2023						
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June 2023						
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25	26	27	28	29	30	

### Legend

- First/Last Day of School
- Staff/Student Holiday
- Staff Development/Student Holiday
- Teacher Workday
- Parent Conferences/Student Holiday
- State Assessments
- July 27-29 New Teacher Academy
- Beginning/End of 6-Weeks

### Regular School Hours

Learn4Life High School      8:15 am - 4:00 pm

### Calendar Information

First Day of School: August 8, 2022  
Last Day of School: June 7, 2023

### Holidays

- |                |                         |
|----------------|-------------------------|
| July 4         | Independence Day        |
| Sep 5          | Labor Day               |
| Oct 10-14      | Columbus Day/Fall Break |
| Nov 21-25      | Thanksgiving Break      |
| Dec 19 - Jan 4 | Winter Break            |
| Jan 16         | Martin Luther King Day  |
| Feb 20         | President's Day         |
| Mar 13-17      | Spring Break            |
| Apr 7          | Good Friday             |
| Apr 28         | Battle of Flowers       |
| May 29         | Memorial Day            |
| Jun 19         | Juneteenth              |

### Parent/Student Conference Days

- |         |                   |
|---------|-------------------|
| Oct. 28 | Fall Conference   |
| Mar. 10 | Spring Conference |



# Edgewood Independent School District Gardendale Pre-K 4 SA Early Learning Program PROPOSED 2022-2023 Academic Calendar



July 2022						
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August 2022						
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September 2022						
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30	31					

November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

### HOLIDAYS

Sep 5	Labor Day
Oct 10	Columbus Day
Nov 21-25	Thanksgiving Break
Dec 19 - Jan 2	Winter Break
Jan 16	Martin Luther King Day
Feb 20	President's Day
Mar 13-17	Spring Break
Mar 31	Cesar Chavez Day
Apr 28	Battle of Flowers
May 29	Memorial Day

### LEGEND

- Start/End of School
- Staff/Student Holiday
- Staff Development/Student Holiday
- [ ] Beginning/End of 12-Week

### Regular School Hours

7:30 a.m. to 3:00 p.m.

### Instructional Minutes

77,430

### Instructional Days

Semester 1:	83
Semester 2:	94
Total Instructional Days:	177

### Teacher Days

Professional Development	25
Total Teacher Days	203



## TABLE OF CONTENTS

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	Page No.
<b>I.</b> EMPLOYMENT .....	<b>1</b>
<b>II.</b> COMPENSATION AND BENEFITS .....	<b>7</b>
<b>III.</b> LEAVES AND ABSENCES .....	<b>11</b>
<b>IV.</b> EMPLOYEE CONDUCT AND WELFARE .....	<b>21</b>
<b>V.</b> TERMINATION OF EMPLOYMENT .....	<b>44</b>
<b>VI.</b> EMPLOYEE COMPLAINTS/GRIEVANCES .....	<b>46</b>
<b>VII.</b> HEALTH AND SAFETY .....	<b>47</b>
<b>VIII.</b> GENERAL PROVISIONS .....	<b>47</b>
<b>IX.</b> STUDENT ISSUES .....	<b>50</b>



## I. EMPLOYMENT

### **EQUAL EMPLOYMENT OPPORTUNITY**

#### *Policies DAA, DIA*

In the efforts to promote nondiscrimination and as required by law, the Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinators for employees to address concerns on inquires regarding discrimination bases on sex, including sexual harassment: Cynthia Trevino, Chief of Human Resources and Student Services/Title IX Coordinator at 210-898-2020, 5358 W. Commerce Street, San Antonio, Texas 78237, [cynthia.trevino@eisd.net](mailto:cynthia.trevino@eisd.net), or Dr. Kimberly Gilmore-Madkins, Assistant Superintendent of School Leadership/Title IX Coordinator at 210-898-2061, 5358 W. Commerce Street, San Antonio, Texas 78237, [kimberly.madkins@eisd.net](mailto:kimberly.madkins@eisd.net). Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employees as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Eleonora Mujica, ADA/Section 504 Coordinator and Risk Manager, 5358 W. Commerce Street, San Antonio, Texas 78237, 210-898-2023, [eleonora.mujica@eisd.net](mailto:eleonora.mujica@eisd.net); Elvis Williams, ADA Coordinator and Chief of Operations, 435 S. San Dario Street , San Antonio, Texas 78237, 210-898-4032, [elvis.williams@eisd.net](mailto:elvis.williams@eisd.net); or Dr. Mary Miller-Baker, Section 504 Coordinator and Senior Director of Educational Operations, 611 S.W. 36<sup>th</sup> Street , San Antonio, Texas 78237, 210-898-2078, [mary.miller@eisd.net](mailto:mary.miller@eisd.net). Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

### **JOB VACANCY ANNOUNCEMENTS**

#### *Policy DC*

Announcements of available job vacancies by position and location are posted on the District's Web Site ([www.eisd.net](http://www.eisd.net)).

### **EMPLOYMENT AFTER RETIREMENT**

#### *Policy DC*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part- time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication Employment after

Retirement. Employees can contact TRS for additional information by calling 1-800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site ([www.trs.texas.gov](http://www.trs.texas.gov)).

## **EMPLOYMENT AT-WILL**

*Policies DCD, DEAB*

### **Paraprofessional Employees:**

All paraprofessional, auxiliary (auxiliary employees including, but not limited to educational assistants, clerical staff, food service staff, plant service staff and transportation staff) and police department 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.

Auxiliary employees will be notified of the required duty days, holidays, and hours of work for their position. Paraprofessional, auxiliary and police employees are not exempt from overtime and are not authorized to work in excess of their assigned scheduled hours without prior written approval from their principal or department director, executive director and superintendent or designee.

### **Non-certified Professional and Administrative Employees:**

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

## **CONTRACT EMPLOYMENT**

*Policy DC Series*

State law requires the District to employ all full-time professional employees in positions requiring a certificate from SBEC and nurses under a 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 non-renewal or termination under Chapter 21 of the Texas Education Code. The following are general descriptions of the employment agreements 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 probationary contracts 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 contracts. Probationary contracts are one-year contracts. The probationary contract period will be for three years (three separate one year contracts) with an optional fourth school year if the School Board determines it is doubtful whether a term or continuing contract should be given. For individuals who have been teachers in public education for at least five of the last eight years preceding employment by the District, the probationary period may not exceed one school year.

### **Term and Continuing Contracts:**

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

## **ASSIGNMENTS / REASSIGNMENTS AND TRANSFERS**

### *Policy DK*

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

Any employee who has been with the District for three consecutive years and who desires to transfer from one school or program to another within the district, shall notify his or her immediate supervisor and the Human Resources Department of the request to transfer in writing. The request to transfer submitted to the Human Resources Department must be signed by the employee's immediate supervisor. A teacher desiring to transfer from one subject area to another within the same school shall notify his or her principal and check with the Human Resources Department in order to ensure that state certification requirements are met.

## **WORK SCHEDULES AND CALENDARS**

### *Policies DEAB, DK, DL*

Each year, the Board shall determine the school district calendar, which shall contain provisions for teacher preparation days, student registration, teachers' report for duty, opening and closing of school, grade reporting periods/exam days, semester beginnings and endings, scheduled holidays, and scheduled staff development activities. Subject to Board review, the Superintendent shall define days of service for non-contractual employees. The Superintendent or designee and principals or department heads (as applicable) shall determine daily time schedules for all employees.

### **Professional Employees:**

Professional employees are exempt from overtime pay and employed according to the work schedules set by the District; however, a contract between the District and a full-time educator shall be for a minimum of ten months of service. Professional and administrative employees are employed on a 10-, 11-, or 12-month basis, depending on the work schedule set by the District.

### **Duty Hours and Work Load:**

Duty hours for teachers shall begin, at minimum, 15 minutes before the start of the instructional day and shall continue, at minimum, for an additional 15 minutes after the end of the instructional day. For example, if a campus' first period begins at 7:45 a.m. and continues until 3:15 p.m., then the duty hours for teachers on that campus would begin no later than 7:30 a.m. and would end no earlier than 3:30 p.m. Campus principals or their designees may assign duties to teachers that require their presence for a reasonable length of time before or after regular duty hours.

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

### **Duty Free Lunch:**

Each classroom teacher and full-time librarian is entitled to at least a 30-minute lunch period free from all duties and responsibilities connected with the instruction and supervision of students. (Education Code 21.405) If



necessary, because of a personnel shortage, extreme economic conditions, or unavoidable or unforeseen circumstances, and in accordance with commissioner rules, the District may require a classroom teacher or librarian to supervise students during lunch no more than one day in any school week.

**Interim/Temporary Supervisory Assignments:**

No campus principal, department head, or other supervisor may assign an employee as Interim/Temporary Supervisor or its equivalent, nor is an employee allowed to work in such capacity, without written approval by the Superintendent. No assignment of an employee as Interim/Temporary Supervisor or its equivalent is official without such prior written authorization by the Superintendent and is void, and no additional pay shall be permitted for such assignment or work.

**NAME AND ADDRESS CHANGES**

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

**CERTIFICATIONS AND LICENSES**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or a 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 their principal or supervisor in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Human Resources Department when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources Department at 210-898-2020 if you have any questions regarding certification or licensure requirements.

**RECERTIFICATION OF EMPLOYMENT AUTHORIZATION**

*Policy DC*

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Department at 210-898-2020 if you have any questions regarding reverification of employment authorization.

## **CRIMINAL HISTORY BACKGROUND CHECKS**

### *Policy DBAA*

Employees may be subject to a review of their criminal history record information at any time during their 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. The database provides the district and SBEC with access to an employee's subsequent criminal history.

## **EMPLOYEE ARRESTS AND CONVICTIONS**

### *Policy DH*

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

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

Crimes involving moral turpitude include, but are not limited to:

- 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 or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to 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 or neglect under the Texas Family Code.

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

## **HEALTH SAFETY TRAINING**

### *Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Cynthia Trevino, Chief of Human Resources and Student Services.

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

### **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.

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

*Policies DK, DBA*

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

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

### **OUTSIDE EMPLOYMENT AND TUTORING**

*Policy DBD*

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

### **EMPLOYEE INVOLVEMENT**

*Policies BQA, BQB*

At both the campus and district levels, Edgewood ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from Human Resources.

## II. COMPENSATION AND BENEFITS

### SALARIES, WAGES, AND STIPENDS

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District's pay plans are reviewed by the administration periodically or annually and adjusted as needed. All District positions are classified as exempt or non-exempt according to federal law. Professional employees and academic administrators are generally classified as exempt, are paid monthly salaries, and are not entitled to overtime compensation. Salary payments are in 12 equal monthly installments regardless of the number of months employed during the school year.

Other employees are generally classified as non-exempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked. A non-exempt employee may NOT work overtime without prior written approval from his/her principal or department director, executive director and superintendent or designee.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. In general, all employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule.

Employees should contact the District's Human Resources Department at 210-898-2020 for more information about the district's pay schedules or their own pay.

#### **Stipends:**

Contract employees who perform non-contractual extracurricular or supplemental duties approved by the Board for stipends may be paid the approved stipend in addition to their salary, according to the District's extra-duty pay schedule. Either party may discontinue these supplemental duties at any time, for any reason, or no reason. The assignment of these supplemental duties shall not create any expectation of continued assignment to that same duty or any duty.

#### **Paychecks:**

All professional and salaried employees are paid monthly. Hourly and annualized hourly employees are paid monthly or biweekly based on the position held with the District. During the school year, paychecks are electronically deposited into the employee's checking or savings account, unless temporary, extenuating situations exist. Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization.

#### **Automatic Payroll Deposit:**

Employees must have their paychecks electronically deposited into their checking or savings account. To activate automatic direct deposit, an employee must sign up when processed with Human Resources for employment. Changes to direct deposits must be submitted to the payroll office ten (10) calendar days prior to the pay date desired to take effect. To de-activate, an employee must contact the payroll department as soon as possible. Employees also have the option to make changes to direct deposit instructions through the employee portal in Frontline. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the Payroll Department at 210-898-4009 for more information about automatic payroll deposit.

#### **Service Records:**

To fulfill TEA requirements, all original service records must be submitted to the Human Resources Department in order for the correct salary to be computed. Years of experience will not be credited for salary purposes until all

original service records are in the Human Resources Department. A “year of experience” shall be defined according to the current TEA policies and procedures.

## **PAYROLL DEDUCTIONS**

### *Policy CFEA*

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- FICA Alternative plan for those employees not eligible to participate in TRS
- Court ordered obligations (including, but not limited to, child support and spousal maintenance), if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee’s share of health, dental, life and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees may also request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

## **OVERTIME COMPENSATION**

### *Policies DEAB, DEC*

The District compensates overtime for non-exempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or non-exempt for purposes of overtime compensation. Only non-exempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. A non-exempt employee is not authorized to work beyond the person’s normal work schedule without advance written approval from his/her principal or department director, executive director and superintendent or designee. A non-exempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee’s regular work schedule. For the purpose of FLSA compliance, a workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday.

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

Employees may be compensated for overtime (i.e., hours beyond 40 in workweek) at a time-and-a-half rate with compensatory time off (comp time) or direct pay at a rate of one and one-half times the employee’s regular rate of pay. The following applies to nonexempt employees:

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

## **TRAVEL EXPENSE REIMBURSEMENT**

### *Policy DEE*

Before an employee incurs any travel expenses, the employee's principal or department director, executive director, and Superintendent or designee must give approval. Employees must submit receipts for allowable expenses other than mileage. Travel requisition process is composed of three to four elements that require a check; per diem check for the employee [includes mileage reimbursement if district vehicle is not available], one for the registration, one for the hotel and one for the airfare, if applicable. All travel shall be contingent on fund availability. Administrative staffs, Principals, and Directors are responsible for ensuring compliance with these procedures. *All out-of-state travel requires the Superintendent's or designee's approval prior to creating your travel requisitions.*

## **HEALTH, DENTAL, AND LIFE INSURANCE**

### *Policy CRD*

Group health insurance coverage is available to all employees. Dental and life insurance may also be available. The Board determines the District's contribution to employee insurance premiums annually. The Board may distinguish between full-time and part-time employees, for purposes of its contribution to employees' health insurance premiums. The insurance plan year is from **January 1st to December 31st of each year**. New employees must enroll within 30 days from the date of hire. The effective date of coverage begins on the first of the following month of employment. Other employees may make changes to their insurance coverage during the open enrollment period or 30 days within a qualifying event. Employees should contact the Office of Risk Management for more information at 210-898-2039 or visit the District's employee benefits webpage at <https://www.eisd.net/directory/risk-management>

## **SUPPLEMENTAL INSURANCE BENEFITS**

### *Policy CRD*

At their own expense, employees may be eligible to enroll in supplemental insurance programs available through the District. Premiums for these programs are paid through payroll deduction. Employees should contact the Office of Risk Management for more information at 210-898-2039 or visit the District's employee benefits webpage at <https://www.eisd.net/directory/risk-management>

## **403(B) AND 457 RETIREMENT ANNUITIES**

### *Policy CRG*

The District offers a supplemental retirement plan. For additional information, please visit the Employee Benefits Page at <https://www.eisd.net/directory/risk-management> or call the Office of the Risk Management at 210-898-2039 for more information. Employees who are interested in enrolling in a 403(b) or 457 product may contact the District's Third Party Administrator – Jackson Financial at 210-413-1859.

## **CAFETERIA PLAN BENEFITS (SECTION 125)**

Employees may be eligible to participate in the Section 125, Cafeteria Plan and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pre-tax basis (i.e., vision, medical, dental, or other.). New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis, and during the specified time period.

## **WORKERS' COMPENSATION BENEFITS**

### *Policy CRE*

The District, in accordance with State law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the Office of Risk Management and Benefits at 210-898-2039.

Employees, who are unable to work due to a work-related injury, will be notified of their rights and responsibilities under the Texas Labor Code. Notice of network requirements: The District has Political Subdivision Workers' Compensation Alliance (the Alliance) to care for injured workers. The Alliance is a certified workers compensation health care network. The providers can be found at [pswca.org](http://pswca.org). Employees must choose a treating doctor from the list of doctors in the network. Treatment must be authorized by the Office of Risk Management unless considered an emergency; call the Office of Risk Management for more information.

## **UNEMPLOYMENT COMPENSATION INSURANCE**

### *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months, if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Department at 210-898-2020.

## **TEACHER RETIREMENT**

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

Employees who plan to retire under TRS should notify the Edgewood ISD Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available through TRS or the Edgewood ISD Human Resources Department. Additional inquiries may be addressed to the Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web at [www.trs.texas.gov](http://www.trs.texas.gov). *See page 1 for information on restriction of employment of retirees in Texas public schools.*

## **LONG TERM DISABILITY INSURANCE**

Disability Insurance is designed to protect your most valuable asset -- your ability to earn an income. The plan provides protection for your income, (you can insure up to 66 2/3% of your salary) should you become disabled. You have a choice of various waiting periods depending on when you would like your benefits to begin, should you become disabled.

## **EXTENSION OF HEALTH INSURANCE COVERAGE**

*Policy CRD*

### **Paid Leave and Family Medical Leave:**

The District shall continue to contribute any portion of the employee's premium it usually pays for an employee's group health insurance while the employee is receiving District-paid leave benefits to which he or she is entitled under District policy and while the employee is using unpaid family medical leave. During any period of leave taken under the Family and Medical Leave Act (FMLA), the District shall allow the employee to maintain coverage under any group health plan for the duration of the leave.

The District may recover any premiums it paid for maintaining coverage during a period of unpaid FMLA leave if the employee fails to return from leave after the FMLA leave has expired.

## **III. LEAVES AND ABSENCES**

### **LEAVES AND ABSENCES**

*Policies DEC, DECA, DECB*

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absences. Employees must follow district department or campus procedures in reporting or requesting any leave of absence and completing the appropriate form or certification. Employees who expect to be absent for an extended period of more than five (5) days should call the Risk Management Office at 210-898-2039 for counseling about leave options, payment of insurance, and requirements for communicating with the District.

Paid leave must be used in one-hour increments for all employees. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local leave.
- State sick leave accumulated before 1995-1996 school year.
- State personal leave.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

**Immediate Family.** For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse.
- Son or daughter, including biological, adopted, or foster child, a son-or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stand *in loco parentis*.
- Parent, stepparent, parent-in-law, or other individual who stand *in loco parentis* to the employee.
- Sibling, stepsibling, sibling-in-law.
- Grandparent and grandchild.
- Any person who may be residing in the employee's household at the time of illness or death.

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (Legal).



## MEDICAL CERTIFICATION

An employee absent more than three (3) consecutive workdays because of personal illness or illness in the immediate family shall 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 time of more than five (5) consecutive workdays because of personal illness or illness in the immediate family shall contact the Risk Management Office to be placed on a protective leave.

NEW: The District may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The District may also request medical certification when an employee requests FMLA leave for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits 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 care providers do not provide any genetic information in any medical certification. ‘Genetic Information’, as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive re-productive services.

## PERSONAL LEAVE

State law entitles all employees to five (5) days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of earned personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

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

**Discretionary.** Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor at least two (2) days in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary use of state personal leave shall not exceed three (3) consecutive workdays. Discretionary use of leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year examinations, days scheduled for state-mandated assessments, or professional or staff development days.

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

## **STATE SICK LEAVE**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

## **NON-DUTY DAYS**

Professional, paraprofessional, and auxiliary employees in positions normally requiring 12 months of service shall have unscheduled non-duty days. These are the days remaining in the year after holidays and scheduled duty days have been satisfied. Employees shall use non-duty days before June 30<sup>th</sup> of each year. The employee shall submit a written request for discretionary use of non-duty days in accordance with administrative regulations. In deciding to whether approve or deny an unscheduled non-duty day, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational programs or District operations, as well as the availability of substitutes.

## **LOCAL LEAVE**

All employees shall earn five paid local leave days per school year in accordance with administrative regulations. Local leave shall accumulate without limit. Each employee shall earn local leave, in equivalent workdays, at the rate of one-half a workday for each 18 workdays of employment. Local leave is not transferable to another employer. When an employee terminates employment with the District, all local personal leave earned and accumulated is lost. Local leave shall be used under the same terms and conditions as state personal leave, except as otherwise noted in District policy.

Unearned local leave will be made available for use during the current year provided the absence is in accordance with the District policies and procedures. When an employee that has used more leave than he/she has accumulated ceases to be employed by the District, the cost of the unearned leave days will be deducted from the employee's final paycheck. Before an employee may take unearned local leave, an authorization form must be signed and submitted to the Payroll Department for deduction of the cost of unearned leave from the employee's final paycheck.

## **PROCEDURES FOR TAKING LEAVE**

Employees who expect to be absent for an extended period of more than five days, should contact the Risk Management Office at 210-898-2039 to fill out the necessary paperwork to be placed on a protective leave of absence. Employees must provide 30 days advance notice to take an extended leave of absence when the need is foreseeable. When 30-day 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 who fail to notify their immediate supervisor and/or the Risk Management Office of the leave of absence are subject to disciplinary action. If an employee needs to take an unearned leave of absence, a written request must be submitted to the Risk Management Department listing the dates of leave and the reason for the absence.

An employee who is going to be or is absent from work for any reason, must directly communicate with his/her supervisor on a daily basis as soon as possible before the assigned work shift begins or, if notice is not possible before the shift, notice shall be given at the earliest possible time after the work shift begins. The supervisor must be advised whether the absence is for the morning, afternoon, or the entire day. Failure to call in may result in loss of wages and/or disciplinary action. If circumstances prevent the expected return to work, the employee must notify the supervisor immediately so that arrangements can be made for a substitute. If the employee fails to notify the

supervisor that he/she is returning to work following an absence, and a substitute has already been hired for the day, the employee may be sent home without pay.

### **REQUESTING A SUBSTITUTE TEACHER**

A teacher who is absent from work must request a substitute teacher utilizing the District's Frontline Absence Management System (formally AESOP). A substitute teacher may be requested by calling 1-800-942-3767 or by going online at the website [www.aesoponline.com](http://www.aesoponline.com). For questions concerning the use of the Frontline Absence Management System, you may contact the Human Resources Department at 210-898-2020.

### **TEMPORARY DISABILITY LEAVE**

*Policy DEC*

The purpose of Temporary Disability Leave is to provide job protection to full-time employees who cannot work for an extended period of time because of a mental or physical disability of a temporary nature (this includes a workers' comp injury). Temporary Disability Leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced leave schedule. However, the District shall permit the use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. Pregnancy and conditions related to pregnancy are treated the same as other temporary disabilities. Employees must keep the Risk Management Office informed at least every 30 days of their status and intent to return to work.

Employees must request approval for Temporary Disability Leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. Temporary Disability Leave shall run concurrently with FMLA leave.

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

Employees that exhaust all leave days and are in a "dock" status will be notified by the Risk Management Office that they are responsible for their insurance premiums each month. Failure to pay premiums will result in the cancellation of insurance coverage.

When an employee is ready to return to work, the employee must notify the Office of Risk Management at least 30 days in advance. The medical release/certification should confirm the date that the employee is able to return to resume their regular duties.

### **ASSIGNMENT AFTER TEMPORARY DISABILITY OF 180 DAYS**

The employee shall notify the Office of Risk Management of a desire to return to active duty no later than the 30th day before the expected date of return. Medical certification stating that the employee is capable of performing their regular duties must be included.

Certified employees returning from temporary disability 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.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

*Policy DECA*

Employees who have been employed by the District for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the start date of leave are eligible for Family Medical Leave. An employee on FMLA leave is entitled up to 12 weeks of unpaid leave each year.

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.

**Leave Entitlements:**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitute accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

**Benefits and Protections:**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Employees that exhaust all leave days and are in a "dock" status will be notified by the Risk Management Office that they are responsible for their insurance premiums each month. Failure to pay premiums will result in the cancellation of insurance coverage.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

**Eligibility Requirements:**

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; \* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.
- With respect to employees who are required to work fewer hours per day in a position in which the maximum number of workdays will not permit the employee to reach the required 1,250 hours, see DECA (Local). Such employees must have been by the District for the immediately preceding 12 months. The exception to the 1,250-hour requirement shall not apply to new hires in the first year of employment.

**Requesting Leave:**

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**Employer Responsibilities:**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

**Enforcement:**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, 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 that provides greater family or medical leave rights.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

**LOCAL PROCEDURES FOR IMPLEMENTING FAMILY AND MEDICAL LEAVE***Policy DEC*

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

**Use of Paid Leave.** FMLA 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 FMLA, if applicable, and notify the employee that accumulated leave will run concurrently.

**Combined Leave for Spouses.** Spouses who are employed by the district are limited to a combined total of 12 weeks of FMLA 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 permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

**Fitness for Duty.** An employee that takes FMLA due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The District shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

**Reinstatement.** An employee returning to work at the end of FMLA will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the District may require the employee to reimburse the District's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid. The employee may also be subject to termination if he or she fails to return after the allotted leave time.

**District Contact.** Employees that require FMLA or have questions should contact the Office of Risk Management at 210-898-2039 for details on eligibility, requirements, and limitations.

## **WORKERS' COMPENSATION**

*Policy CRE, CRE (REGULATION), DEC*

An injured employee shall furnish the Risk Management Office with a work release status report, setting forth the condition of the employee and the date of his or her expected return to duty. An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

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

## **RELATION TO PAID LEAVE**

The Board has adopted the offset option provided by law (see CRE Legal), whereby an employee absent because of a job-related illness or injury may choose to receive workers' compensation wage benefits only, or use available

paid leave, in which case, compensation wage benefits shall begin when paid leave is exhausted, or the employee elects to discontinue use of paid leave, or leave payments are less than the employee's pre-injury average weekly wage. The employee shall indicate if he or she chooses to use available paid leave in this circumstance, and, if so, may choose to discontinue use at any time. An employee absent because of a job-related illness shall be placed on family and medical leave, if applicable.

## **CLAIMS**

An employee absent from duty one day or more or needing medical attention due to an injury or illness from work-related activities shall present to his/her principal/supervisor a certificate of injury or illness by a licensed doctor of medicine, dentistry, chiropractic, or podiatry. Within 24 hours after receiving the certificate of illness or injury from the employee, the principal or supervisor shall send the certificate to the Office of Risk Management. All employees are required to promptly report all injuries to their supervisors even if medical treatment is not necessary.

The employee should not leave the job before the supervisor has been notified unless the injury requires immediate medical treatment. If the supervisor is not available, the employee should notify the supervisor's assigned representative. If an employee is absent from duty on workers' compensation for one day or more or needs medical attention, the employee shall notify his or her principal or supervisor. The reason for the absence and the anticipated date of return to duty shall be verified by a doctor's statement. All forms must be submitted to the Office of Risk Management.

## **VERIFICATION OF BENEFITS**

Compensation for lost time as a result of a work-related illness or injury is mandated by the Workers' Compensation Act. Lost time compensation shall be verified by a licensed doctor of medicine, dentistry, chiropractic, or podiatry.

An injured employee may utilize his or her personal leave when a work-related injury prevents his or her returning to the job. However, the employee will not receive compensation greater than 100 percent of his or her normal salary. An injured employee shall furnish the Office of Risk Management a status report, setting forth the condition of the employee and the date of his or her expected return to duty.

### **Return To Duty**

At the end of any workers' compensation absence from duty of one to five days, the employee shall notify the Risk Management Department of the intent to be restored to duty. Medical proof of physical fitness is required. The Risk Management Office shall notify the employee's principal or supervisor of the employee's intent to be restored to duty.

If the employee is absent more than five consecutive days under workers' compensation, the employee must contact the Risk Management Office to apply for a protective leave of absence (Family Medical Leave and/or Temporary Disability Leave). When the employee is released to return to work after their leave of absence, the employee must go through the Risk Management Office to receive an authorization to return to work. The campus/department should not allow the employee to return to work unless they have this authorization.

If the doctor finds and advises the employee that the employee is physically able to return to work on a specified date, the employee shall return to duty on the date specified. If the employee fails to report to work on the date specified by the employee's doctor, timely submit to examination by the doctor specified by the District, or return to work on the date specified by the examining doctor designated by the Office of Risk Management, such failure shall constitute the resignation of the employee from the District for at-will employees and shall be considered a good cause for termination of contract personnel. All professional employees under contract must abide by Board Policy governing employment. It is the responsibility of the injured employee to inform the Risk Management Office of any changes to their home address and/or contact phone number.

The District does not discriminate against a qualified individual with a disability because of the individual's disability in regards to terms, conditions, and privileges of employment. Any employee who is unable to perform the required duties of a position, may be terminated in accordance with Board policy.

The Risk Management Office may require that a licensed doctor of medicine, dentistry, chiropractic, or podiatry examine the employee desiring to return to duty, with the cost paid through the workers' compensation fund. The Risk Management Office may, at any time, require the employee to submit a doctor's statement of the employee's physical fitness to perform the required duties. The required duties may vary from normally assigned duties. After an evaluation of medical information, the Office of Risk Management may recommend a change in the assigned duties of the employee.

### **Modified Duty**

The District may assign modified duty to an employee who has sustained a work-related injury and has been given work restrictions by the attending physician. The Office of Risk Management is authorized to establish and administer the modified duty program.

### **Unauthorized Absence**

An employee who fails to return from workers' compensation leave on the date the employee is scheduled to work, may be terminated on the same basis as any other employee who fails to report to work or is absent without leave, unless the employee offers a legitimate and acceptable reason for not returning.

**Additional information is available from any office of the Texas Workers' Compensation Commission (1-800-252-7031, Ext 1), or the EISD Office of Risk Management (210) 898.2039.**

## **ASSAULT LEAVE**

### *Policy DEC*

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be reported within 24 hours of the incident to the Office of Risk Management at 210-898-2039. The employee must complete the applicable assault leave forms within 30 calendar days from the date of incident.

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.

## **RELIGIOUS OBSERVANCES**

### *POLICY DEC*

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



## **JURY DUTY**

*Policy DEC, DG*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

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

### **Compliance with a Subpoena**

Employees will be paid while on leave to comply with a valid subpoena not related to personal business to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances. Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or taken by the employee as leave without pay at the option of the employee.

### **Truancy Court Appearances**

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave 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.

## **MILITARY LEAVE**

*Policy DEC, DECB*

### **Paid Leave for Military Service**

Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

### **Reemployment after Military Leave.**

Employees who leave the district to enter the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Human Resources Department. In most cases, the length of federal military service cannot exceed five years.

### **Continuation of Health Insurance**

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Human Resources Department or the Risk Management Department at 210-898-2039 for details on eligibility, requirements, and limitations.

## **LEAVE FOR PEACE OFFICERS**

Contact the Human Resources Office for updated information pertaining to leave for peace officers.

## **IV. EMPLOYEE CONDUCT AND WELFARE**

### **EMPLOYEE STANDARDS OF CONDUCT**

#### *Policy DH*

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

- Recognize and respect the rights and property of students and co-workers.
- Maintain confidentiality in all matters relating to students and co-workers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible in the event that they must be absent or late. Unauthorized absences, absenteeism, and tardiness may be cause for disciplinary action or termination.
- Know and comply with department and District procedures and policies.
- 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 honestly and account for all such funds and property committed to their charge or under their control.
- Not falsify records nor direct or coerce others to do so.
- Neither accept nor solicit any gift, favor, service or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.
- Not use their institutional privileges for personal or partisan advantage, avoid all conflicts of interest associated with their employment, and immediately disclose to the Superintendent or designee any personal or financial interest creating such conflict.
- Express concerns, complaints, or criticism through the appropriate channels.

All District employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary

action, 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 knew of the incident.

All District policies, regulations, guidelines, and standards set out in this Handbook remain in effect for all district employees, including during the COVID-19 Pandemic ("Pandemic"). The COVID-19 Pandemic is ongoing and may cause events including but not limited to District closures, modified schedules, and remote learning. Once again, in the event district operations are impacted by the Pandemic in any way, all district employees must still adhere to all district policies, regulations, guidelines, and standards set out in this handbook.

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

## **CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS**

### **Purpose and Scope**

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

### **Enforceable Standards**

#### **1. Professional Ethical Conduct, Practices, and Performance**

- Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
- Standard 1.2** The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
- Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- Standard 1.11** The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- Standard 1.12** The educator shall refrain from the illegal use, abuse or distribution of controlled substances, prescription drugs, and toxic inhalants.
- Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

#### **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 provides information for a disciplinary investigation or proceeding under this chapter.
- Standard 2.8** The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

### 3. Ethical Conduct toward Students

- Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
1. the nature, purpose, timing, and amount of the communication;
  2. the subject matter of the communication;
  3. whether the communication was made openly, or the educator attempted to conceal the communication;
  4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
  5. whether the communication was sexually explicit; and 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.

## **RECORDING CONVERSATIONS**

### *Policy DH*

Without the prior consent of the Superintendent or all parties subject to the recording, no District employee and no representative or agent of the employee may secretly record, in any manner and in any medium whatsoever, any conversation of another District employee while either employee is on duty and working for the District, regardless of where or when the conversation or recording takes place. District peace officers shall be exempt from this prior consent requirement when recording in the course and scope of their duties as District peace officers.

## **ETHICS**

On April 23, 2002, the Board adopted a general code of ethics for all District employees, volunteers and third-party contractors doing business for the District, which general code of ethics supplements all other ethics requirements. All District employees are expected to follow this code. In addition to the District's General Code of Ethics, District employees are required to adhere to the Code of Ethics and Standard Practices for Texas Educators as adopted by the State Board of Education and set forth above.

## **VIOLATIONS**

### *Policy DH*

Employees shall comply with the standards of conduct set out in Policy DH and all other policies, regulations, guidelines, and directives that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, directives, or guidelines may result in disciplinary action, including termination of employment.

## **GENERAL CODE OF ETHICS**

Standards of Conduct set forth in this General Code of Ethics provide and formalize basic standards and protocols in both internal and external matters of the Edgewood Independent School District. All employees shall recognize the following:

- That they assume responsibility for adhering to the Standards of Conduct hereinafter expressed, as well as applicable city, state and federal laws and/or regulations, applicable Board policies and/or procedures, and all professional standards for the related fields of conduct applicable to the services being performed.
- That the Standards of Conduct hereinafter written cannot provide guidance for every possible activity and that, therefore, individuals shall be expected to use good judgment, exercised in good faith, in all endeavors with the District.
- That action or omission that violates the Standards of Conduct hereinafter written shall be subject to disciplinary action, including but not limited to sanctions and/or termination of employment.

The following Standards of Conduct apply to all employees of the Edgewood Independent School District.

## **STANDARDS OF CONDUCT**

Employees shall uphold the mission of the Edgewood Independent School District by adhering to the following Standards of Conduct while performing their duties and responsibilities and meeting their obligations to the District:

- Ensure that all city, state and/or federal laws and/or regulations applicable to them are followed.
- Adhere to applicable EISD policies and/or procedures and the applicable standards for the related fields of professional conduct attributed to them.

- Avoid actions that, if carried out, would jeopardize the ability of others to comply with city, state and/or federal laws and/or regulations and/or EISD policies and/or procedures applicable to the other person.
- Effectively, efficiently, and economically transact EISD business, including, but not limited to, making good faith efforts to safeguard EISD assets from waste, abuse, theft, or other physical loss.
- Exhibit a desire to serve the public by being service-oriented and displaying a helpful, kind, patient, and tolerant demeanor.
- Practice fair and nondiscriminatory treatment toward others and especially to those who are being served.
- Follow EISD administrative Line and Staff reporting procedures and reveal all material facts known to them when reporting on the results of their work, which if not revealed, could either conceal unlawful or improper practices or results or prevent informed decisions from being made by the persons required to make recommendations and/or decisions.
- Exercise objectivity and diligence in their service and continually strive for improvement in their proficiency and in the effectiveness and quality of their service.
- Exercise honesty, integrity, and good judgment in all matters pertaining to the activities of EISD, its Board of Trustee and/or its individual members, EISD employees and/or volunteers. In this regard:
  - They shall not knowingly participate in acts or activities that: (i) are illegal, improper or, using a reasonable and prudent person test, have the appearance of impropriety; (ii) are discreditable to themselves or EISD; or (iii) are detrimental to the welfare of EISD;
  - They shall abide by the applicable code of conduct related to business transactions by avoiding or disclosing any activity that is or is generally acknowledged to be in conflict with the interests of EISD or that could prejudice their ability to carry out objectively their service to EISD;
  - They shall release public statements that are truthful and objective, keep information and records confidential when appropriate, and protect the governmental interests of EISD, its officers and employees, and the welfare of EISD students;
  - They shall avoid any and all conflicts of interest, immediately acknowledge any influences, and offer to withdraw from any assignment when an actual conflict exists which may impair the persons' objectivity or integrity in the service of EISD;
  - They shall avoid actions and/or omissions that promote their own self-interests at the expense of their profession and shall uphold the standards of their profession with honor and dignity.
  - They shall not solicit, offer, bestow, or promise to bestow anything of value for or on any EISD officer or employee for the purpose of influencing a recommendation, action, decision, determination or vote on any EISD matter and/or that, using a reasonable and prudent person test, has the appearance of influencing the same or creating any ethical and/or legal impropriety; and they shall immediately report to the Superintendent any such solicitation, offer, bestowal or promised bestowal of the same;
  - They shall provide written notification to the Superintendent of any transaction that involves: (i) anything of value, given to, given on behalf of, or given in honor of any person who is or who becomes a Board member within six (6) months of entering into a contract with EISD and through the conclusion of the contract services to the District; and/or (ii) any such thing of value given to, given on behalf of, or given in honor of any person who is related to the Board member by blood within the third degree or by marriage within the second degree, within six (6) months of entering into a contract with EISD and through the conclusion of the contract services to the District.

This policy applies to all EISD-related official business projects/matters. However, the jurisdiction of EISD to enforce this policy shall extend to all acts occurring outside of EISD premise or activities to the extent the acts may reasonably be construed to influence, hinder, or impact the employee's discharge of assigned duties and responsibilities. This policy shall not apply to reported campaign contributions as contemplated under the Texas Election Code, nor to the payment of nominal amounts for meals and other activities that are related to on-going EISD official business project(s) in which the employee is currently involved with the District and/or third party contractor; except, however, this exception shall not excuse compliance with other rules of law and ethics as may otherwise be applicable to any person and/or company.

## **FIREARMS PROHIBITED**

### *Policy DH*

The District prohibits the use, possession, or display of any firearm on District property at all times. Employees are prohibited from bringing a firearm onto school premises (i.e. building or portion of a building) or any grounds or building where a school-sponsored activity takes place. **No violation of this policy will occur when:**

1. Use or possession of a firearm by a specific employee is authorized by the Board of Trustees.
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other District parking lot, provided the handgun or other firearm is not in plain view; or
3. The use, possession or display of the firearm takes place as part of a District-approved activity supervised by proper authorities.

## **GIFTS AND FAVORS**

### *Policy DBD*

Employees may not accept or solicit gifts or favors that could influence or be construed to influence the employee's discharge of assigned duties and responsibilities. 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. "Gift, favor, or service" 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.

## **ATTENDANCE AND PUNCTUALITY**

Good attendance and promptness are required of all District employees in order to carry out their job duties and responsibilities. Employees who are absent without leave (AWOL) or tardy have a negative impact on the accomplishment of the missions of the school and District. Employees who are AWOL or who begin a pattern of absenteeism, tardiness, or leaving work early shall be counseled for proper determination and/or appropriate disciplinary action, which may result in termination of employment.

## **STANDARDS FOR EMPLOYEE DRESS AND GROOMING**

### *DH (Local) Employees Standards of Conduct*

#### **Dress and Grooming**

In an effort to establish a professional atmosphere in the classroom and beyond, all EISD employees shall follow a district wide dress code as set forth in these Standards for Employee Dress and Grooming. In general, the dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

#### **Business Casual Dress Code**

A dress code gives us a standard for our professional appearance. It enables employees to project a professional, business-like image while experiencing the comfort advantages of more casual and relaxed clothing. The District dress code applies to all employees of the school district, including full and part-time staff members, substitute teachers, and student employees, unless other specific job-related standards are established and approved by the Superintendent or Superintendent's designee. Business casual dress is the standard for this dress code.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests will not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.

Clothing should be neatly pressed. Torn, dirty or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be reasonably be considered to be offensive or in support or opposition to or referencing a political issue, political party, or political candidate, is not allowed. Clothing with any message that may cause disruption of the learning environment or EISD business is prohibited. Clothing that displays EISD logos is encouraged.

Certain days can be declared dress down days. On these days, jeans, and a more casual approach to dressing, although never potentially offensive to others, is allowed.

Principals have the discretion to designate **one** day per week for more casual dress. The campus principal has the discretion to allow casual dress on special event days (examples include, but are not limited to Homecoming Week, choir/band activities, track and field days, and game days). Teachers and instructional aides conducting special activities such as field trips may wear clothing, headgear, or footwear appropriate for the activity with approval by the principal.

Below is a general overview of acceptable business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive. No dress code can cover all contingencies. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or Human Resources Department.

### **Slacks, Pants, and Suit Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants and professional-looking dress synthetic pants are acceptable. Capri pants are acceptable if they are mid-calf or longer in length. Inappropriate slacks or pants include jeans (except on designated days), sweatpants, exercise pants, short shorts, Bermuda shorts, leggings, and any spandex or other form-fitting pants such as bike clothing.

### **Skirts, Dresses, and Skirted Suits**

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office. Dresses are highly recommended, but not required, at special events such as open houses and graduations and are welcome in the classroom.

### **Shirts, Tops, Blouses, and Jackets**

Casual shirts, golf shirts, sweaters, tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire includes tops that are cut too low, tank tops, sweatshirts, sweat suits, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogan, halter-tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket, or jumper. Top length should be long enough that bare skin is not revealed when seated. T-shirts may not be worn as an outer garment unless designated by supervisor, principal, etc. Non-collared school logo "spirit" t-shirts (athletic, band, spirit club, student council, etc.) are permitted on casual/special event days. Sports coats, suits, and ties are highly recommended, but not required, at special events such as open houses and graduations and are welcome in the classroom.

### **Shoes and Footwear**

Shoes shall have soles and be appropriate for the job responsibilities of personnel. Loafers, boots, flats, clogs, conservative athletic shoes, sneakers, dress heels, and leather deck shoes are acceptable. Flip-flops and slippers are



not acceptable in the office. Males shall wear socks with shoes. Closed toe and closed heel shoes may be required in some departments and areas.

### **Jewelry, Makeup, Perfume, Piercing and Cologne**

Should be in good taste, with no visible body piercing other than pierced ears. Visible inappropriate tattoos are unacceptable.

### **Hats and Head Covering**

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

### **Conclusion**

If clothing fails to meet these Standards for Employee Dress and Grooming, as determined by the employee's supervisor or Human Resources Department, the employee will be asked to change or asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be taken for further dress code violations.

## **FREEDOM FROM HARASSMENT- EMPLOYEE WELFARE**

*Policies DIA, DH*

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

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

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

DIA (LOCAL) is the District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation. See DIA (LOCAL) on online at:

<https://pol.tasb.org/Policy/Code/174?filter=DIA>

## **HARASSMENT OF STUDENTS**

*Policies DH, DHB, FFG, FFH, FFI*

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex,

including sexual harassment, of a student shall immediately notify the District's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

Employees shall not harass students and shall not tolerate the harassment of students. Employees with knowledge of students being harassed shall make reports as required by District policy. **Any District Employee Who Suspects Or Receives Direct Or Indirect Notice That A Student Or Group Of Students Has Or May Have Experienced Prohibited Conduct Based On Sex, Including Sexual Harassment, Of A Student Shall Immediately Notify The District's Title IX Coordinator, The ADA/Section 504 Coordinator, Or Superintendent And Take Any Other Steps Required By District Policy.** Employees who fail to follow this policy shall be subject to disciplinary action, up to and including, termination.

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive, that it: a) Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or b) Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees is always prohibited, even if it is consensual, and in some instances may be a violation of criminal law in addition to being a violation of policy.

Sexual harassment of a student committed by another student includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Other prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, sex, gender identity, gender expression, sexual orientation, immigration status national origin, disability, age, religion or on any other basis that is prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Additionally, "sexual harassment" in this policy shall also include the definition of "sexual harassment" as adopted by the Department of Education or in Title IX regulations, as those may be amended from time to time.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to the campus principal or to the designated **TITLE IX OFFICER, DR. KIMBERLY GILMORE-MADKINS – ASSISTANT SUPERINTENDENT OF SCHOOL LEADERSHIP AT 210-898-2061**, or **CYNTHIA TREVINO, CHIEF OF HUMAN RESOURCES AND STUDENT SERVICES AT 210-898-2020**, for sexual harassment and to the Superintendent for other prohibited harassment.

Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official. Additionally, if an employee has knowledge that a student has been harassed by an adult, employee or not, the employee must report that information to Child Protective Services within 48 hours. See *Reporting Suspected Child Abuse* below.

To the extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosure may be necessary in order to conduct a thorough investigation and comply with applicable law. Upon receipt of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation. If the results of the investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action.

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

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator’s job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
  - a. The nature of the communications;
  - b. The timing of the communications;
  - c. The extend 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 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 communications tending to show that the educator solicited a romantic relationship with a student.
2. Making inappropriate comments about a student’s body, creating, or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student’s potential sexual performance.
5. Requesting details of a student’s sexual history.
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator’s behavior toward a student.
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.

12. Any other acts tending to show that the educator solicited a romantic relationship with the student, including providing the student with drugs or alcohol.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students may be found here:

<https://pol.tasb.org/Policy/Code/174?filter=DHB>  
<https://pol.tasb.org/Policy/Code/174?filter=FFH>

## **FREEDOM FROM BULLYING – STUDENT WELFARE**

### *Policy FFI*

Bullying is defined by Texas Education Code section 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to their campus principal or designee. The District's policy includes definitions and procedures for reporting and investigating bullying of students and is found at FFI (Local), reprinted below and available at <https://pol.tasb.org/Policy/Code/174?filter=FFI> :

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee.

**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.**

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form. When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

The principal or designee shall refer to FDB for transfer provisions. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. Retention of records shall be in accordance with CPC(LOCAL).

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Incidents that may be considered bullying may also be referred to the appropriate behavioral threat assessment committee; however, this policy may still be enforced simultaneously with the District's performance of said assessment.

*Policy FNCC*

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

### **REPORTING SUSPECTED CHILD ABUSE**

*Policies DG, FFG, GRA*

All employees with reasonable cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code section § 261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or an appropriate state agency within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law states 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. Additionally, the District is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee’s failure to report suspected child abuse may result in prosecution for a commission of a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown that the individual intended to conceal the abuse or neglect. A certified employee’s failure to report suspected child abuse may additionally result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics.

Employees who suspect that a student has been, or may be abused or neglected, should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency. In addition, employees must cooperate with investigators of child abuse and neglect.

Reporting a suspicion of abuse or neglect to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer’s request to interview a student at school, or requiring the presence of a parent or school administrator against the desires of the 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 [www.eisd.net](http://www.eisd.net). 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 maltreated. Sexual abuse in the Texas Family Code is defined

as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in Reporting Suspected Child Abuse.

## **REPORTING CRIME**

### *Policy DG*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime. Before suing, an employee must initiate action under a district's grievance policy or other applicable policies concerning suspension or termination of employment or adverse personnel action. The employee must invoke a district's grievance procedure not later than the 90th day after the date on which the alleged suspension, termination, or other adverse employment action occurred or was discovered by the employee through reasonable diligence.

## **SCOPE AND SEQUENCE**

### *Policy DG*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence. The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information..

## **TECHNOLOGY RESOURCES**

### *Policy CQ*

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

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

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Technology Department at 210-898-4021.

## **PERSONAL USE OF ELECTRONIC COMMUNICATIONS**

### *Policies DH, CQ*

Electronic communications 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 websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications 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 communications as they are for any other public conduct. If an employee's use of electronic media communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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



- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educator's Code of Ethics even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See 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 *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

## **ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES, STUDENTS AND PARENTS**

### *Policies CQ, DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional. 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 regarding electronic communications with a student 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 communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Communications*, 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 communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an 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:
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  - 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 e-mail 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 9:00 p.m. and 7:00 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 communications 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 [See Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

- Upon written request from a parent or student, the employee 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 her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

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

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

## **EQUIPMENT AND REPORTS**

The Employee shall satisfactorily submit or account for all grades, reports, school equipment, or other required items upon request from the District. Subject to Texas Education Code section 31.104(e), the Employee agrees that the last salary payments for each fiscal year of this Contract are conditioned upon the Employee's accounting for all such items. The Employee agrees that the District may deduct the value of any lost or damaged school equipment from the Employee's final paychecks for the fiscal year in which the loss or damage occurs. The Employee also agrees that the District may deduct any wage overpayments under this Contract from one or more of the Employee's paychecks. Employee shall be required to use personal equipment, including but not limited to personal cellular phones, personal computers, and personal internet service, when working from home is required during a District closure due to a government or Board order, or when there is an emergency taking place during normal District operations.

## **PUBLIC INFORMATION ON PRIVATE DEVICES**

### *Policy DH*

Employees should not maintain district information on privately owned devices; however, in the event of a pandemic or mandated district closure, it may be necessary for district employees to use private devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

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

## **DRUG FREE SCHOOLS AND DRUG FREE WORKPLACE REQUIREMENTS**

### *Policies DH, DI*

Edgewood ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. 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 is as follows:

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, 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. 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. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days (5) after such conviction.

Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either:

- (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution; or
- (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

## **ALCOHOL AND DRUGS**

### *Policy DH, DI*

Employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances during working hours, while at school, or at school related activities, during or outside of usual working hours:

- 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.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- 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.**

Exception: An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

Failure to adhere to the District's policy against use of alcohol and drugs will result in disciplinary action and may result in termination of employment.

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

### *Policy DH*

Edgewood ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use is DH (LOCAL) which may be found at <https://pol.tasb.org/Policy/Code/174?filter=DH>.

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

### *Policies CQ and DHE*

The District reserves the right to conduct 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 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.

**Notice is hereby given** to all employees that all vehicles parked on and around District premises or worksites, or used in District business, are subject to inspection by trained drug dogs which may result in a search of that vehicle upon reasonable suspicion of the presence of any prohibited weapon, controlled substance or dangerous drug as defined under law (including but not limited to marijuana), alcohol or alcoholic beverage, abusable glue, aerosol paint or any other volatile chemical substance for inhalation, and any other intoxicant or mood-changing, mind-altering or behavior altering drugs. If a trained sniffer-dog alerts to an employee's belongings or automobile, reasonable suspicion will be found to exist and District administrators or law enforcement officers will have the authority to search the employee's belongings.

## **SAFETY-SENSITIVE POSITIONS**

The District may conduct alcohol and drug tests, without a warrant and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's expectation of privacy, such as when an employee is required to perform safety-sensitive duties. For example, teachers, coaches, and other employees whose duties include the transportation of students are subject to testing requirements. Other safety-sensitive duties include those that involve the handling of potentially dangerous equipment or hazardous substances in an environment including a large number of children. Drug testing will be conducted before an individual assumes driving responsibilities.

## **EMPLOYEES REQUIRED TO HAVE A COMMERCIAL DRIVER'S LICENSE**

Employees who are required to have a commercial driver's license (CDL) are subject to drug and alcohol testing. This applies to all drivers who operate a motor vehicle designed to transport 16 or more passengers (including the driver), drivers of large vehicles, and drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle. Drug testing will be conducted before an individual assumes driving responsibilities. Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Human Resources Department at (210)898-2020.

## **REASONABLE SUSPICION**

Alcohol and/or drug tests may be required when individualized reasonable suspicion exists to believe that a District employee has violated the prohibitions of the District's policy regarding alcohol and drug use. Factors that may affect the reasonableness of the suspicion are: (1) specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors of an employee whose motor ability, emotional equilibrium or mental acuity seems to be impaired; (2) the nature of any tip or information; the reliability of an informant; (4) the degree of corroboration; and (5) other factors contributing to the suspicion.

## **RETURN TO DUTY FOLLOWING ACCIDENT OR FOLLOWING POSITIVE TESTING**

Employees subject to alcohol and/or drug testing under Board policy and who have either been involved in a motor vehicle accident or who have tested positive for prohibited alcohol/drug use may be required to undergo subsequent testing before returning to active duty if employment has not been terminated. All employees subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse, and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies, and related educational material, should contact the office of Employee Benefits/Compensation and Risk Management.

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

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or immediately call **Edgewood ISD Chief of Police, Jesse Quiroga** at 210-898-2025.

### **TOBACCO PRODUCTS AND E-CIGARETTE USE**

*Policies DH, FNCD, GKA*

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

### **FRAUD AND FINANCIAL IMPROPRIETY**

*Policy CAA*

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy

- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

### **CONFLICT OF INTEREST**

#### *Policy CB, DBD*

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

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

Employees should contact their supervisor for additional information.

### **COPYRIGHTED MATERIALS**

#### *Policy CY*

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

### **ASSOCIATIONS AND POLITICAL ACTIVITIES**

#### *Policy DGA*

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

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

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

## **CHARITABLE CONTRIBUTIONS**

### *Policy DG*

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

## **VISITORS IN THE WORKPLACE**

### *Policy GKC*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. This shall apply to parents, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the district, vendors, representatives of the news media, former students, and any other visitors. Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal classroom environment. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## **ASBESTOS MANAGEMENT PLAN**

### *Policy CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Support Services and Operations office and is available for inspection during normal business hours.

## **PEST CONTROL TREATMENT**

### *Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the Edgewood ISD Administration 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.



## V. TERMINATION OF EMPLOYMENT

### RESIGNATIONS

#### *Policy DFE*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or designee. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other person designated by board action. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* below. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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

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

### DISMISSAL OR NONRENEWAL OF CONTRACT EMPLOYEES

#### *Policies DF Series*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency listed below. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

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

## **DISMISSAL OF NONCONTRACT EMPLOYEES**

*Policies DCD, DP*

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

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

## **DISCHARGE OF CONVICTED EMPLOYEES**

*Policy DF*

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor. If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

## **EXIT INTERVIEWS AND PROCEDURES**

Employees leaving the district must complete Edgewood ISD's Separation/Exit form, which may be found on the district website under the Human Resource page [Separation from Employment Request Form \(office.com\)](#) or at the Human Resource office. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided upon completing the Separation/Exit form. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire found on the Separation/Exit form that provides the district with feedback on his or her employment experience. All district keys, books, property including intellectual property, and equipment must be returned **your immediate supervisor** upon separation from employment.

## **REPORTS TO TEXAS EDUCATION AGENCY**

*Policies DF, DHB, DHC*

**Certified Employees.** The resignation or dismissal of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

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

- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification 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 Application Clearinghouse of Texas (FACT).

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

### **REPORTS CONCERNING COURT-ORDERED WITHHOLDING**

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

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

## **VI. EMPLOYEE COMPLAINTS/GRIEVANCES**

### **COMPLAINTS AND GRIEVANCES**

#### *Policy DGBA*

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

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

<https://pol.tasb.org/Policy/Code/174?filter=DGBA>.

Additionally a copy of DGBA (LOCAL) can be requested and received from the Human Resources Department.

## VII. HEALTH AND SAFETY

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### **SAFETY**

#### *Policy CK*

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See “EMERGENCY PROCEDURES” below for additional information.

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:

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

Employees with questions or concerns relating to safety programs and issues should contact the Edgewood ISD Police Department.

### **EMERGENCY PROCEDURES**

#### *Policy CKC*

Each employee is required to be familiar with District emergency procedures that can be implemented to help ensure safety of students and personnel. The Superintendent may dismiss school for a part of a day or for longer periods of time, if necessary, in case of unusual or emergency situations to include severe weather, epidemics, or other emergency situations.

All employees should familiarize themselves with evacuation and other emergency procedures in the District-wide plan developed by the Superintendent and the emergency procedures developed at the assigned campus. Evacuation diagrams are required to be appropriately posted in all District facilities. All employees are responsible to be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees are responsible to know the location of the extinguishers nearest their place of work and how to use them. Employees should be familiar with shelter in place, lockout, and lockdown procedures.

Principals shall conduct fire, tornado, or other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available.

## VIII. GENERAL PROVISIONS

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### **FACULTY MEETINGS/DUTY HOURS**

Faculty meetings are called by the campus principal at their discretion and are held in compliance with District policy and the Texas Education Code.

## **STAFF DEVELOPMENT**

### *Policy DMA*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

## **PERFORMANCE APPRAISAL**

### *Policies DN, DNA, DNB*

All District employees shall be periodically appraised in the performance of their duties. The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated. Each employee shall have at least one evaluative conference annually to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary. All employees shall receive a copy of their annual written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

A document evaluating the performance of a teacher or administrator is not subject to disclosure under the Texas Public Information Act.

The annual appraisal of District teachers shall be in accordance with the Texas Teacher Evaluation and Support System (T-TESS). The District shall establish an appraisal calendar each year.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

## **TIME AND ATTENDANCE PROCEDURES**

The EISD automated Workforce Time and Attendance System is used by the District to compute employees' work and benefit time. All new employees to the District will be issued a picture identification badge when being processed in the Human Resources Department. Employees as well as substitutes are required to clock in and out each time they report to and leave work throughout the workday. Employees are required to use their own badge or employee id number at all times. No employee may use another employee's badge or employee id number for reporting in and/or out of work. If an employee clocks in or out of work for another employee, both employees shall be subject to disciplinary action and possible termination of employment. At the discretion of the campus/department administrator, an employee may be required to wear his/her ID badge at all times while on duty. If the badge is lost or mutilated, a replacement card will be furnished for a \$7.00 fee. Once an employee presents a receipt of payment

from the Technology Department, the employee will be issued a replacement badge. Each employee has a continuing duty to report a missing or stolen ID badge to his/her immediate supervisor immediately upon discovery that the badge is missing and/or stolen.

## **BAD WEATHER CLOSINGS**

### *Policy CKC*

The District may close schools because of inclement weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of District facilities. When it becomes necessary to open late or to release students early, the local radio and television stations will be officially so notified. No employee is authorized to be away from work because of inclement weather or emergency conditions without the Superintendent's official decision on the matter.

## **RELIGIOUS EXPRESSION**

### *Policy EMI*

A teacher, administrator, or other school employee, in his or her official capacity, may not aid, encourage, coerce, discourage, or participate in a religious or anti-religious activity at school or at a school function, even if the activity was student initiated. When there is a request to distribute non-school literature, whether religious or otherwise, the literature shall be brought to the principal or designee to determine if reasonable time, place, and manner, or other constitutionally permissible restrictions apply to the distribution of the literature.

## **PURCHASING PROCEDURES**

### *Policy CH*

All requests for purchases must be submitted to the Purchasing Department on an official District purchase order (PO) online Laserfiche form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District may be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without proper authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Failure to comply with District policy regarding purchasing procedures may result in disciplinary action, which may include termination.

## **PERSONNEL RECORDS**

### *Policies DBA, GBA*

The Central Office personnel file is kept in the Human Resources Department for all personnel. This file contains certificates, service records, transcripts, and sick leave information. Also, included in the Central Office personnel folder are teacher evaluations. Upon request, a teacher may view the contents of the teacher's file in the presence of a personnel officer. Employees, who have a change in name, address, or phone number, must forward this information to the Human Resources Department as soon as possible.

The principal of each campus may maintain a file on each staff member as a means of assessing the level of instruction, assisting in the improvement of teaching methods, and evaluating performance.

Most District records, including personnel records, are considered public information and must be released upon proper request. A limited amount of personal information may be withheld. In most cases, an employee's personal e-mail address is confidential and may not be released without the employee's permission. Employees may choose not to allow public access to or have the following information included in a staff directory, by submitting a written request to the Human Resources Department. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Information that reveals whether they have family members
- Emergency Contact Information

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

## IX. STUDENT ISSUES

### EQUAL EDUCATIONAL OPPORTUNITIES

*Policies FB, FFH*

In an effort to promote nondiscrimination and as required by law, Edgewood ISD does not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, immigration status national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Cynthia Trevino, Chief of Human Resources and Student Services/Title IX Coordinator at 210-898-2020, 5358 W. Commerce Street, San Antonio, Texas 78237, [cynthia.trevino@eisd.net](mailto:cynthia.trevino@eisd.net), or Dr. Kimberly Gilmore-Madkins, Assistant Superintendent of School Leadership/Title IX Coordinator at 210-898-2061, 5358 W. Commerce Street, San Antonio, Texas 78237, [kimberly.madkins@eisd.net](mailto:kimberly.madkins@eisd.net). Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

Questions or concerns about discrimination on the basis of a disability should be directed to: Eleonora Mujica, ADA/Section 504 Coordinator and Risk Manager, 5358 W. Commerce Street, San Antonio, Texas 78237, 210-898-2019, [eleonora.mujica@eisd.net](mailto:eleonora.mujica@eisd.net); Elvis Williams, ADA Coordinator and Chief of Operations, 435 S. San Dario Street, San Antonio, Texas 78237, 210-898-4032, [elvis.williams@eisd.net](mailto:elvis.williams@eisd.net); or Mary Miller-Baker, Section 504 Coordinator and Senior Director of Educational Operations, 611 S.W. 36<sup>th</sup> Street, San Antonio, Texas 78237, 210-898-2078, [mary.miller@eisd.net](mailto:mary.miller@eisd.net). Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

### STUDENT RECORDS

*Policy FL*

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

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

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

### **PARENT AND STUDENT COMPLAINTS**

#### *Policy FNG*

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

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

### **ADMINISTERING MEDICATION TO STUDENTS**

#### *Policy FFAC*

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

### **DIETARY SUPPLEMENTS**

#### *Policies DH, FFAC*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

### **PSYCHOTROPIC DRUGS**

#### *Policy FFAC*

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

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

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



## **STUDENT CONDUCT AND DISCIPLINE**

*Policies in the FN series and FO series*

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

## **STUDENT ATTENDANCE**

*Policy FEB, FEA*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence within three days of returning to school. A parent note presented later than three days shall not be accepted for purposes of recording the absence as excused or unexcused. A note signed by the student shall not be accepted unless the student is 18 or older, or is an emancipated minor under state law. A documented phone call from the parent may be accepted in accordance with campus rules, but the district reserves the right to require a written note. Additional medical certification may be required in accordance with FEC(LOCAL). Unless the absence is for a statutorily allowed reason under compulsory attendance laws or for another Board-approved reason, the district is not required to excuse any absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.



## Mission Statement

Edgewood ISD provides an exceptional learning experience that engages, empowers, and prepares students to compete and reach their highest potential in an ever-changing World.

## Vision Statement

For every child, success in life. Edgewood Proud!



**Office of Human Resources Department**  
**210-898-2020**  
**5358 W. Commerce**  
**San Antonio, Texas 78237**