



Employee Handbook

2007-2008

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Olton ISD Superintendent's Office.

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. Policy manuals are located in each campus office and the central office and are available for employee review during normal working hours. The district policy manual is available on the internet at <http://www.tasb.org/policy/pol/private/140905>.



Employee handbook receipt

Name _____

Campus/department _____

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

A printed copy of the Olton ISD Employee Handbook is provided to each employee. The Olton ISD Employee Handbook is also available in an electronic form on the Olton ISD website at www.oltonisd-esc17.net under a drop down box under “personnel” and “employee handbook”.

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

I understand that no modifications to contractual relationships or alterations of at-will 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 department head if I have questions or concerns or need further explanation.

Signature

Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it the Superintendent’s Office.

District information

Description of the district

Olton is a community of about 2,300 and is located in Lamb Co. on Highway 70 and 24 miles west of Plainview and midway between the cities of Amarillo and Lubbock. The area's industry almost totally revolves around agribusiness. Area farms are very productive due to excellent growing conditions and irrigation. The principle crops include, corn, cotton, wheat, grain sorghum, and various vegetables. Cattle feeding operations are located in the area as well. Excellent teachers provide quality instruction to Olton's students. Approximately 700 students in pre-K through grade 12 attend the school. The facilities are a combination of new and old buildings. All are in excellent condition and extremely well kept. The school district is an active member of the Five Area Community Telecommunications (FACT) consortium. The district strongly supports educational technology, computer labs, and a well-trained staff. The district operates three campuses, Webb Elementary, serving grades pre-kindergarten through five, Olton Junior High, serving grades six through eight, and Olton High School, serving grades nine through twelve. The elementary program includes a Head Start Program for qualifying pre-kindergarten students. The high school operates the Options Alternative Program for high school students whose needs are best served in an alternative educational setting.

District map – See appendix A

Mission statement

Policy AE

The District believes that all students will learn and be successful, regardless of their previous life experiences. We believe that our school's purpose is to educate all students to high levels of academic performance, while fostering positive growth in social/emotional behaviors and attitudes.

The District is responsible for preparing its students to live and work in a changing society.

It is our belief that to be successful, the District must:

1. Prepare students to be lifelong learners.
2. Provide students with a balanced curriculum.
3. Assist students in developing citizenship and economic responsibility.
4. Develop students' appreciation of their multi-cultural American heritage.
5. Assist students in developing positive attitudes toward schooling and its importance to their future.
6. Produce the following student exit behaviors and exit-level outcomes, providing opportunities to foster or facilitate:
 - a. Self-esteem for the student as a learner and a person.
 - b. Use of extended or higher-level thinking skills.
 - c. Use of process skills such as problem solving, communication, decision making, accountability, and group process involving cooperative learning.
 - d. Self-direction for the student as a learner.
 - e. Concern for others.

District goals and objectives

Policies AB, AF

PUBLIC EDUCATION MISSION, GOALS, AND OBJECTIVES

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:

OBJECTIVE 1: Parents will be full partners with educators in the education of their children.

OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.

OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.

OBJECTIVE 4: A well-balanced and appropriate curriculum will be provided to all students.

OBJECTIVE 5: Qualified and highly effective personnel will be recruited, developed, and retained.

OBJECTIVE 6: Texas students will demonstrate exemplary performance in comparison to national and international standards.

OBJECTIVE 7: School campuses will maintain a safe and disciplined environment conducive to student learning.

OBJECTIVE 8: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.

OBJECTIVE 9: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

GOAL 1: The reading and writing of the English language.

GOAL 2: The understanding of mathematics.

GOAL 3: The understanding of science.

GOAL 4: The understanding of social studies.

Education Code 4.001, 4.002

Board of trustees

Policies BA, BAA, BBA, BBB, BBE, BE, BEC, BED

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Trustees are elected at large and serve 3-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board members:

President	John Synatschk
Vice-President	Troy Don Allcorn
Secretary	Nina Williams
	Jesus DeLaCruz, Jr.
	Michael Ramage
	Terry Martin
	Tim Cooper

Board meetings:

Regular meetings of the Board shall be held in the secondary library on the second Tuesday of each month at 7:00 p.m. During basketball season, meetings shall be held on the second Thursday of each month at 7:00 p.m. When necessary and for the convenience of Trustees, or when the 2nd Tuesday or Thursday falls prior to the 10th day of the month, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time. In the event that large attendance is anticipated, the board may meet at the school auditorium or the school cafeteria. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted outside the business office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Board meeting schedule for 2007-2008

Tuesday, August 21	Thursday, February 14
Tuesday, September 11	Thursday, March 13
Tuesday, October 16	Tuesday, April 15
Thursday, November 15	Tuesday, May 15
Thursday, December 13	Tuesday, June 17
Thursday, January 17	Tuesday, July 15

Administration

Superintendent	Brad Lane
Administrative Director	Jill McCall
High School Principal	Bub McIver
High School Counselor	Ron Spears
Junior High School Principal	Mike Wiley
Junior High Counselor	Ron Spears & Terri Sandoval
Elementary Principal	Joe Becker
Elementary Counselor	Terri Sandoval

School calendar – See back cover.

Helpful contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Directory of administrators

Superintendent	Brad Lane 806-285-2641 ext. 258
Administrative Director	Jill McCall 806-285-2641 ext. 263
High School Principal	Bub McIver 806-285-2691 ext. 226
Junior High School Principal	Mike Wiley 806-285-2681 ext. 236
Elementary Principal	Joe Becker 806-285-2657 ext. 240

Employment

Equal employment opportunity

Policy DAA

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

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact Brad Lane, Superintendent.

Job vacancy announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building and on the district web site.

Employment after retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions or on a part-time basis without affecting their benefits, according to TRS rules and state law. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date provided they meet certain strict conditions. Retirees may work in the following capacities without a loss of retirement benefits:

- As a principal or assistant principal or teacher in an acute shortage area on a full-time basis, if appropriately certified and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded.
- As a full-time bus driver (early age and disability retirees excluded).
- As a substitute at no more than the established daily substitute pay rate (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)
- On a half-time or less basis during any month, provided they are not also employed as a substitute in that month. Half-time employment cannot exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month. Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Shortage areas. Certain retirees may return to work on a full-time basis as a principal or

assistant principal or teacher in an acute shortage area without a reduction in their TRS annuity benefits. Acute teaching shortage areas are determined by the board based on Commissioner of Education guidelines. When filling acute shortage area positions, the district must give hiring preference to certified applicants who are not retirees. To be eligible for full TRS, benefits a retiree must meet the following criteria:

- Have not been subject to a reduction in benefits for retirement at an early age or retired under disability provisions
- Have a 12-month continuous break in public school service since retirement
- Be appropriately certified for the position in the applicable school year

Employees can contact Theresa Williams, OISD Payroll Clerk, for additional information or contact TRS by calling 800-223-8778 or 512-397-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Contract and noncontract employment

Policies DC, DCA, DCB, DCC, DCD, DCE

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

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

Term contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Campus principals and central office administrators are employed under 2-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

Noncertified professional and administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the procedures for nonrenewal or termination under the Texas Education Code.

Paraprofessional and auxiliary employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any

specified term and may be terminated at any time by either the employee or the district.

Searches and alcohol and drug testing

Policy DHE

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

Employees required to have a commercial driver's license

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

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

All employees required to have a CDL or who otherwise is 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 Brad Lane, Superintendent at (806)285-2641 ext.258

First aid and CPR certification

Policy DBA

Head marching band directors, head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or the University Interscholastic League (UIL) must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

Reassignments and transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit their request by July 1st. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Superintendent's office and must be approved by the receiving supervisor.

Workload and work schedules

Policy DL

Professional employees. Professional and administrative employees are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year. Workday for professional staff is from 7:45 a.m. to 4:00 p.m.

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. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

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

Notification of parents regarding qualifications

Policy DK, EHBD

In schools receiving Title I funds, the district is required by the No Child Left Behind Act

(NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers includes individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can contact the superintendent.

Outside employment and tutoring

Policy DBF

Employees who should not accept outside employment or engage in other activities for profit that would interfere with their district employment.

Performance evaluation

Policy DN, DNA, DNB

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

The OISD Board of Trustees in OISD Policy DNA (LOCAL) PERFORMANCE APPRAISAL: APPRAISAL OF TEACHERS has determined that the annual appraisal of teachers shall be in accordance with the Professional Development and Appraisal System (PDAS). Teachers are to be appraised by their campus principal. All teacher appraisal observations are to be unscheduled. A teacher may request a second appraiser. Second appraisers are assigned by the superintendent from a Board approved list including Mr. Bub McIver, High School Principal, Mr. Mike Wiley, Junior High Principal, and Mr. Joe Becker, Webb Elementary School Principal. When a second appraiser is requested, the superintendent has established that the procedure for calculating scores will be to weight the first appraiser's score at 60% and the second appraiser's score at 40% to determine a final score in each domain. The appraisal process is more than just a 45 minute observation and includes cumulative data from periodic walk-through, parental communications, professional standards of conduct, the Teacher's Self Report, etc. Cumulative data developed by the first appraiser may be used by the second appraiser in determining the teacher's score in each domain.

Note: OISD Policy DNA (LOCAL), PERFORMANCE APPRAISAL; EVALUATION OF TEACHERS is included at Appendix B in this handbook. The appraisal calendar for teachers is included at Appendix C.

Employee involvement

Policy BQA, BQB

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

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.

Compensation and benefits

Salaries, wages, and stipends

Policy DEA, DEAA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime*, page 13.)

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors are paid no less than the minimum state salary schedule plus a local above base amount of \$700.00 for employees who hold a bachelor's degree and \$1,200.00 for employees who hold a master's degree. Contract employees who perform extracurricular or

supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact Theresa Williams for more information about the district's pay schedules or their own pay.

Paychecks

All personnel are paid monthly. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed unless otherwise instructed.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Employees who have questions regarding their payroll statement should see Theresa Williams, Payroll Clerk.

The schedule of pay dates for the 2007-2008 school year are:

September 25	March 25
October 25	April 25
November 20	May 23
December 21	June 25
January 25	July 25
February 25	August 25

Automatic payroll deposit

Employees can have their paychecks electronically deposited into an account of their choice. A notification period of 30 days is necessary to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Contact Theresa Williams for more information about the automatic payroll deposit service.

Payroll deductions

Policy CFEA

Automatic payroll deductions for the Teacher Retirement System of Texas (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must contribute to the district 457 FICA Alternative Plan.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; higher education savings plans; and savings deposits and loan payments through the Tule Creek Credit Union. Employees also may request payroll deduction for payment of membership dues to professional organizations, the Olton Recreation Club, and TRS buybacks. Employees must provide a written notification to

the payroll clerk 30 days prior to any change in salary deductions. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation

Policy DEA

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

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday. All overtime must be approved by the Superintendent and supervisor.

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work.

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

Travel expense reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the Superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district and the Internal Revenue Service. **Employees must submit receipts to be reimbursed for expenses other than mileage.** Pursuant to IRS guidelines, no reimbursement will be made for meals other than for trips that include over-night travel, unless the meal is scheduled to be included as part of the meeting or training activity.

Health insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school health insurance program. The district's contribution to employee insurance premiums is

determined annually by the board of trustees. For the 2007-2008 school year, the district will contribute \$150.00 per month (\$1,800.00 annually) toward employee health insurance coverage for eligible employees who choose to participate in TRS-ActiveCare. For employees who choose not to participate in TRS-ActiveCare, the district will provide a supplemental health insurance package that costs approximately \$50.00 per month (\$600.00 annually). In addition to the local contribution, the state pays a health insurance benefit of \$75.00 per month (\$900.00 annually) toward coverage to each employee who participates in TRS-ActiveCare.

Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees and employees who are not contributing TRS members that are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Theresa Williams, Payroll Clerk, for more information

Supplemental insurance benefits

Policy CRG

At their own expense, employees may enroll in supplemental insurance programs for themselves and/or their family. Premiums for these programs can be paid by payroll deduction. Employees should contact Theresa Williams, Payroll Clerk for more information.

The district provides life insurance coverage with a \$10,000 death benefit for all employees. Employees are to designate a beneficiary by completing the appropriate form in Theresa Williams' office.

Supplemental local benefits

For employees who have been employed and have had membership in a professional organization for 10 consecutive years or more, the district will pay for the cost liability insurance coverage. OISD will provide scholarships to teachers who sponsor UIL Literary events to attend summer workshops that are designed to improve the quality of the UIL Literary program.

The OISD Board of Trustees has elected to provide an additional local benefit of \$30.00 per month to all employees. Several options exist for the use of this benefit:

- The district in cooperation with the Olton Recreation Club has arranged for school employees to receive membership at the ORC at a reduced rate. The regular family membership fee at the ORC is \$40.00 per month, but the rate for school employees is \$37.00 per month with payroll deduction. Employees who choose to apply the additional

local benefit toward membership at the ORC may do so. The district will deduct \$37.00 monthly from the employee's check and will make a group payment to the ORC.

- Employees may elect to have the additional local benefit of \$30.00 per month added to their paycheck as additional compensation.
- Employees may elect to apply the additional local benefit into the cafeteria plan (see Section 125 above) to be applied toward any legitimate tax deferred option including investment into a 403(b) or 457 retirement plan, medical or child care reimbursement, supplemental insurance programs, etc.

Note: If the employee opts for ORC membership or for additional compensation, the benefit is a taxable benefit and the appropriate deductions will be applied. Additionally, when the employee makes a determination at the beginning of the school year as to how they desire to receive the additional local benefit, the decision is locked in for the entire year.

Cafeteria plan benefits (Section 125)

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

New employees must accept or reject this benefit in their first month of employment. All employees must accept or reject this benefit annually and during the specified time period.

Workers' compensation insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Services, effective September 1 through August 31. 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 Jeff Rowland, Business Manager. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' compensation benefits*, page 21 for information on use of paid leave for such absences.

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 Theresa Williams.

Teacher retirement

Policy DEG

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

Employees who plan to retire under TRS should notify the Superintendent as soon as possible. Information on the application procedures for TRS benefits are available from Theresa Williams. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us). See page 7 for information on restrictions of employment of retirees in Texas public schools.

Other benefit programs

Policy DEB

TUITION-FREE ATTENDANCE

Children of nonresident District employees may attend District schools tuition free.

INSURANCE / DEFERRED COMPENSATION

Any District provisions regarding insurance programs and/or deferred compensation programs are found in policies CRD (LOCAL) and CRG (LOCAL), respectively.

Leaves and absences

Policy DEC

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call Brad Lane or Theresa Williams for counseling about leave options, continuation of benefits, and communicating with the district.

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

Employees must follow district and department or campus procedures to report or request any

leave of absence and complete the appropriate leave request form. Any employee who is absent more than 5 days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness—the employee’s fitness to return to work.

Personal and local sick leave is earned on a 1 to 36 basis. Leave is available for the employee’s use after earned. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

Note: OISD Policy DEC (LOCAL), COMPENSATION AND BENEFITS: LEAVES AND ABSENCES is included at Appendix D in this handbook.

Personal leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of 1 to 36 days. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary. Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Discretionary. Leave that is taken at an employee’s discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request 2 days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, or professional or staff development days.

Sick leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in 2-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers’ compensation benefits.

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

Sick leave may be used for the following reasons only:

- Employee illness

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

Local leave

Employees earn an additional four equivalent workdays of local sick leave per school year concurrently with state personal leave. Local sick leave is noncumulative. Local sick leave days must be taken prior to state leave days as an incentive for employees to accumulate state days which can be traded toward years of service for retirement.

Attendance incentives

The district will pay qualifying employees \$50.00 per day for unused local sick leave days at the end of the school year (June pay check). Qualifying employees who have perfect attendance for the entire school year will be paid \$200.00 (\$50.00 for each of 4 days = \$200.00). To qualify to receive the district attendance incentives, the employee must be a member of the district sick leave bank.

Sick leave bank

OISD operates a sick leave bank program for qualifying employees. **See Appendix E.**

Temporary disability

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

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 six weeks. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, his or her supervisor should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate

position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and medical leave

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 need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between August 1st and July 1st for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact Brad Lane or Theresa Williams as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact Brad Lane or Theresa Williams for details on eligibility, requirements, and limitations.

Workers' compensation benefits

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

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

Assault leave

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

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

Bereavement leave

Policy DEC Local

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

Jury duty

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

Other court appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during active military service.

Reemployment after military leave. Employees who leave the district to enter into the United States uniformed services or state military duty (Texas National Guard or Texas State Gurard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Superintendent's office.

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 Theresa Williams for details on eligibility, requirements, and limitations.

Employee relations and communications

Employee recognition and appreciation

Policy DJ

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district news provided to the local newspapers, and through special events and activities. Recognition and appreciation activities also include service awards at the completion of each 5 years of local service.

District communications

Throughout the school year, the Superintendent's office will produce memos, calendars, news releases, and other communication materials. During the school year, the superintendent writes an occassional column that is published in the local newspaper. In addition to these publications, the district maintains a web site at <http://www.oltonisd-esc17.net/> that offers employees and the

community information pertaining to school activities and achievements.

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 process that all employees must follow. 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.

Note: OISD Policy DGBA (LOCAL), PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GREIVANCES is included in Appendix F in this handbook.

Employee conduct and welfare

Standards of conduct

Policy DH

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

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

All district employees should perform their duties in accordance with state and federal law, district policy and procedures, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*, page 42 for additional information.

Note: The *Code of Ethics and Standard Practices for Texas Educators* is included at Appendix G in this handbook.

Harassment

Policies DHB, DIA

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

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the superintendent.

Note: A copy of OISD Policy DIA (LOCAL), EMPLOYEE WELFARE: FREEDOM FROM HARASSMENT is included at Appendix H in this handbook.

Harassment of Students

Policies DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between student and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse*, page 26 for additional information.

Note: A copy of OISD Policy FFH (LOCAL), STUDENT WELFARE: FREEDOM FROM HARASSMENT is included at Appendix I in this handbook.

Drug-abuse prevention

Policies DH, DI

Olton 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.

Note: A copy of OISD Policy DH (LOCAL), EMPLOYEE STANDARDS OF CONDUCT AND OISD Exhibit DI (EXHIBIT) EMPLOYEE WELFARE are included at Appendix J and

Appendix K in this handbook.

Reporting suspected child abuse

Policy DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Fraud and financial impropriety

Policy DG, CAA

All Employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities

- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of Interest

Policy BBFA, DBD

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

- A personal financial interest
- A business interest
- Any other obligation or relationship

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

Gifts and favors

Policy DBD

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

Associations and political activities

Policy DGA

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

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

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

Safety

Policy CK

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

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

Employees with questions or concerns relating to safety programs and issues can contact their principal or supervisor.

Tobacco use

Policies DH, GKA, FNCD

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

Employee arrests and convictions

Policy DH

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

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

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation

- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse under the Texas Family Code

Possession of firearms and weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or the superintendent immediately.

Visitors in the workplace

Policy GKC

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

Copyrighted materials

Policy EFE

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

Computer use and data management

Policy CQ

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

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

Electronic mail transmissions and other use of the electronic communications systems are not

confidential and can be monitored at any time to ensure appropriate use.

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

Asbestos management plan

Policy CKA

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

Pest control treatment

Policy 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 each campus office. Pest control information sheets are available from campus principals or facility managers upon request.

General procedures

Bad weather closing

Policy CKC

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to cancel school, schedule a late start or release students early, the following radio and television stations will be notified by school officials:

TV Stations:

KMAC (ABC, Channel 28)

KCBD (NBC, Channel 11)

KLBK (CBS, Channel 13)

KJTV (FOX, Channel 8)

Radio Stations:

KLLL (96.3 FM, Lubbock)

KFYO (790 AM, Lubbock)
KVOP (1090 AM, Plainview)
KKYN (106.9 FM, Plainview)
KZZN (1490 AM, Littlefield)

In an effort to communicate with the staff as quickly as possible in the event of a school closure, a “calling tree” has been established. The superintendent will contact principals and other supervisors who will in turn contact employees in their area. Principals on each campus will develop a campus level calling tree as well.

Emergencies

Policy CKC

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

Purchasing procedures

Policy CH

All requests for purchases must be submitted to the campus principal. The district utilizes electronic purchase orders that are initiated at the direction of the campus principal in each campus office. Submission of an electronic purchase order will create a purchase order (PO) number. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district’s business office. Contact Business Clerk, Fran Trotter for additional information on purchasing procedures.

Activity funds / fund raising activities

The professional and ethical handling of student activity funds is a very important issue. Mishandling or misappropriation of student activity funds will allow the integrity of the sponsor to be publicly questioned and in some cases may lead to employee termination. School employees who handle activity funds should adhere strictly to the guidelines below to ensure that documentation concerning the handling of activity funds is maintained should a student, parent, or administrator question expenditures, revenues, or activity fund balance. Failure to follow these guidelines leaves an employee with no paper trail to support their position and defend themselves, should the need arise. Failure to follow guidelines results in the mishandling of student funds. There is no presumption of innocence regarding this issue. It cannot be overstressed that appropriate documentation and the adherence to guidelines will provide the only acceptable evidence supporting an employee concerning the handling of activity funds.

Olton ISD Activity Fund Guidelines

1. Account for all incoming total revenue

- a. **Maintain a log** or receipt book that accounts for all sources of revenue. If students are involved in the sale of fund raising items, require students to provide accurate information concerning sources of revenue including lists of customers, quantities, etc. Include this information in the log.
- b. **Count funds** in the presence of witness/witnesses.
- c. **Sign and have witness/witnesses sign** and verify total amounts
- d. Make out a **deposit slip**.
- e. Bring **all revenue** to the business office (Donna Wiley) for deposit, as soon as possible.
- f. **Do not** keep any activity funds in classrooms, deposit activity funds into a personal account or take any activity funds home for safe keeping.
- g. **Locking bank moneybags** can be checked out from Donna Wiley for after hours fundraising projects.

1.) Locking bank money bag guidelines

- a.) Count funds and place in bag with deposit slip.
- b.) Lock the moneybag.
- c.) Take key out of lock on moneybag and secure.
- d.) Take a witness and place bag in City Bank night depository.
- e.) Bring money bag key to Donna Wiley on the following business day.
- f.) Sponsor and Donna will recount funds in moneybag for deposit.

2. Account for All Expenditures

- a. Make out an **activity purchase order** for **all** expenditures and get it approved by the principal and the business manager **prior** to purchase. Activity purchase order forms can be secured from Donna Wiley in the business office and will follow a different format than budget purchase orders.
- b. Reimbursements from activity funds must be supported by legitimate receipts in order for payment to occur.
- c. Attach all receipts to activity purchase orders or bring to the business office promptly.
- d. Maintain records that answer the question of what, when, where, and why.

Fund Raising Activities

All fund raising activities require prior administrative approval. Sponsors of school organizations who wish to conduct a fund raising activity should discuss the plan with the building principal for approval prior to initiating any fund raising activity.

Name and address changes

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

Personnel records

Policy GBA

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

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

The choice to not allow public access to this information may be done at anytime by submitting a written request to Theresa Williams. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building use

Policy GKD

Employees who wish to use district facilities after school hours must follow established procedures. The superintendent's office is responsible for scheduling the use of facilities after school hours. Contact Hortensia Villanueva in the superintendent's office to obtain a request form to use school facilities and to obtain information on the fees charged.

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. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*, on page 42

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

Dismissal or nonrenewal of contract employees

Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary, term, and continuing contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or

subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or in the policy manuals located in each school office or on the internet at www.tasb.org/policy/pol/private/140905.

Dismissal of noncontract employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and grievances*, page 23.)

Exit interviews and procedures

Policy DC

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

All district keys, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

Reports to the State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Reports concerning court-ordered withholding

Reports concerning court-ordered withholding

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

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

Student issues

Equal educational opportunities

Policy FB

Olton ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students on the basis of race, color, religion, sex, or national origin should be directed to Brad Lane, the superintendent and the district's Title IX coordinator. Questions or concerns about discrimination on the basis of a disability 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 (if 18 or older or attending an institution of postsecondary education)
- 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 teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering medication to students

Policy FFAC

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

Policy DH, FFAC

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

Psychotropic drugs

Policy FFAC

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

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

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

Student discipline

Policies in the FN 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 FDD

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

Hazing

Policy FNCC, FO

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

Computer Network and Internet Access and Safety Policies

Olton Independent School District offers network access to all employees that have signed the Computer Network and Internet Access and Safety Policies. Access to the network will provide you with Internet access in addition to other resources. The Internet is an international computer network of networks and is the communication and information highway of tomorrow. Through the network you will have access to thousands of databases, libraries, and computer services from all over the world. Please note that the Internet is an association of diverse communication and information networks. It is possible that you may run across areas of adult content and some material you might find objectionable. Prior to being issued an account, you will be required to sign a contract stating, among other things, that you will not access these areas of the Internet. Please keep in mind that it will be impossible for us to totally limit access to these areas.

Recently, there has been much publicity concerning the adult content areas of the Internet. In reality, less than 3 percent of the Internet is adult content. It is unlikely that you will come across such material by accident while using the network for valid educational purposes. Nevertheless, we must recognize that the possibility does exist. We have attempted to reduce this possibility to a minimum by monitoring the network at all times, and also by participating in an internet access filtering program called BESS. Among other items, BESS currently filters and blocks:

Adults Only	Porn site	Hate/Discrimination	Sex	Illegal
-------------	-----------	---------------------	-----	---------

Violence	Alcohol	Tasteless/Gross	School Cheating Info	Weapons
Chat	Profanity	Nudity	Suicide/Murder	Drugs
Gambling	Lingerie	Tobacco	Personals	

Questions regarding this issue please should be directed to the District Technology Coordinator, or any district administrators.

Guidelines for Employee Computer Network Use

The District computer network exists for the primary purpose of supporting and enhancing learning and teaching by providing information resources. The network offers users complete access within and between District buildings to the following services:

1. Internet access.
2. Device sharing - Users will be able to utilize various networked devices such as printers and CD-ROM towers District-Wide.
3. Access to Software installed on the District's file server, i.e. Plato, Accelerated Reader or Star.
4. Email

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing network services. All users must observe the acceptable use policy of other networks while utilizing the services of those networks.

The use of the network is a privilege, not a right, which may be temporarily or permanently revoked at any time for abusive conduct. Any violation of the rules stated here or posted in labs, classrooms, libraries, login scripts, or daily bulletins could result in loss of network access privileges as well as further disciplinary action. In some cases appropriate legal action may be taken. The Internet is far from private and may be monitored at any time.

Unacceptable uses of the network include, but are not limited to the following:

1. Violating the rights to privacy of students and employees of the District.
2. Using profanity, obscenity, or other language, which may be offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying commercial software in violation of copyright law.
5. Using the network for financial gain or for any commercial or illegal activity.
6. Users must avoid spreading computer viruses. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

7. Downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
8. Sharing or giving your network account password to others, or using someone else's password. This could lead to severe consequences.
9. Altering any computer configuration that will damage the programs or equipment in any way so as to create problems for future use.
10. Using web-mail or web-based e-mail systems (e.g. Hotmail, Mail.com, Rocketmail, Yahoo, etc.).
11. Instant messenger programs (e.g. ICQ, Yahoo Pager, MSN Instant Messenger, AOL Instant Messenger, etc.).
12. Using programs like but not limited to Napster, Launch, or Morpheous to download MP3 or other music/video files.
13. Participating in any type of chat room.

Computer Network and Internet Access and Safety Policies

Employee Signature Form:

I understand that this access is designed for educational purposes and that reasonable precautions have been taken to limit access to controversial material. However, I also recognize it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I agree to follow all guidelines stated here-in.

Signature: _____

Date: _____

PERMISSION FOR THE PUBLICATION OF EMPLOYEE WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of employee projects, photographs, and other work on an Internet accessible world wide web server.

My work and photographs can be published on the Internet.

I would prefer that my work and picture not be published on the Internet

Signature _____

DATE: _____

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