

# **CANYON ISD 2023-2024 EMPLOYEE HANDBOOK**

**If you have difficulty accessing the information in this document because of a disability, please visit with your campus administrator.**



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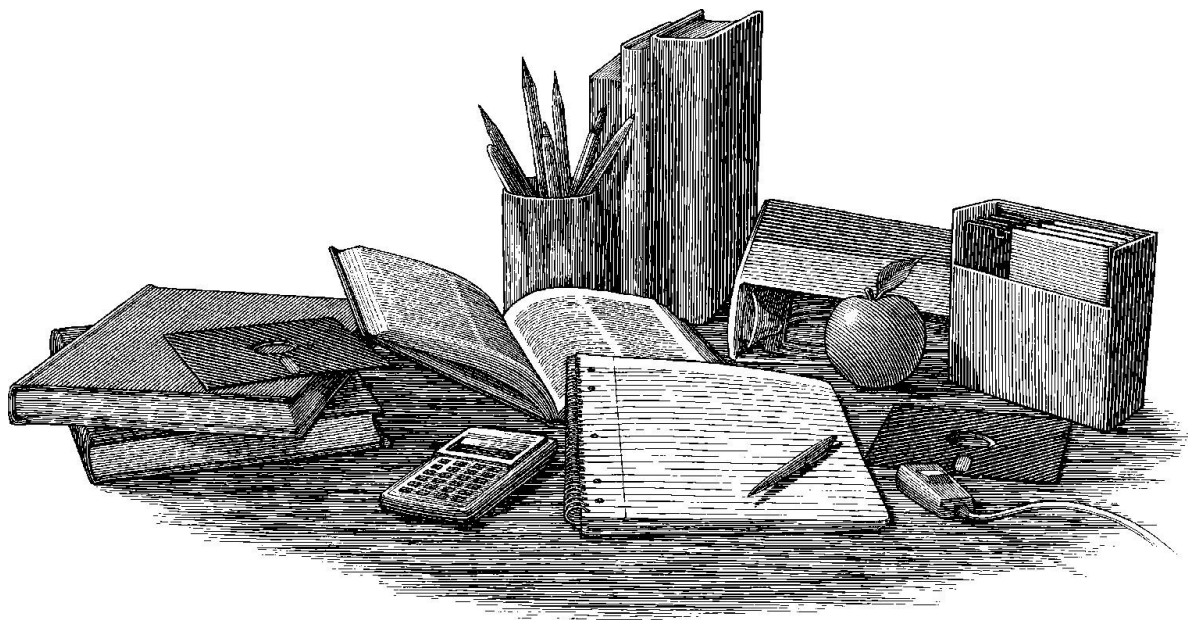
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## INTRODUCTION

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 your principal.

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 non-contract employees in any way. Rather, it is a guide to and a brief explanation of 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. Board policy is accessible on the district website at [www.canyonisd.net](http://www.canyonisd.net).



# EMPLOYEE HANDBOOK RECEIPT

Name \_\_\_\_\_

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

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

Employees have the option of receiving the handbook in electronic format or hard copy. To access the electronic format of the handbook, go to the district website at [www.canyonisd.net](http://www.canyonisd.net). Click on the department link for Human Resources. Then click on the "Employee Handbook" link to open the document containing the handbook.

Please indicate your choice by checking the appropriate box below.

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

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

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

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

I have read the Student Code of Conduct and understand my role and responsibilities as an employee in Canyon ISD as outlined in the code.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note: Please sign and date this receipt and forward it to your principal or supervisor.**

# DISTRICT INFORMATION

## Description of the District

Canyon ISD encompasses 732 square miles of Randall County's 900 square miles, including rural areas, Canyon, Texas (the county seat of Randall county) and the southern portion of Amarillo, Texas. Our student population represents a unique blend of rural, suburban and urban environments. We are the second largest school district in the Panhandle with 20 campuses.

## Mission Statement

The mission of Canyon ISD, in partnership with parents and community, is to empower students through academic and character development to obtain lifelong success as servant leaders.

### ***EMPOWERING LIFELONG SUCCESS***

#### **We believe:**

- Learning is a result of high expectations and challenging experiences fostering a strong work ethic
- People are our greatest resource to advance the highest potential in our students
- A partnership between the home, community, and school enables every student to pursue their interests or strengths
- Our commitment is to find the preferred pathway for every student
- By building our student's self-confidence they will gain a competitive edge to engage in new opportunities

## Goal Statements

1. ***Student Performance:*** All students in CISD will receive a quality education through the implementation of a well-balanced curriculum and effective teaching strategies which will challenge them to realize their full learning potential and prepare them for productive lives.
2. ***Human Resources Development:*** CISD will recruit, develop, and retain the most qualified personnel and provide them the opportunity to realize their fullest potential.
3. ***Organizational Management:*** Organizational components, support systems, and the infrastructure of the educational system will be productive, efficient, and accountable in support of CISD's mission.
4. ***Community:*** CISD will involve parents and other members of the community as full and active partners in fulfilling the mission of the District.

## **Board of Trustees**

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

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected by place and serve four-year terms with the elections conducted biennially. Trustees serve without compensation, must be qualified voters, and must reside in the district.

### **Current board members include:**

Jenni Winegarner, President

Matt Parker, Vice President

Laurie Gilliland, Secretary

Casey Posey, Board Associate Secretary

Bill Jenkins, Member

Katharyn Weigand, Member

The board usually meets on the second Monday of each month at 7:00 p.m. in the District Support Center Boardroom. If needed, they meet on the fourth Monday of the month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the District Support Center building at least 72 hours before the scheduled meeting time and also posted on the district's website at [www.canyonisd.net](http://www.canyonisd.net). The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with one hour notice.

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



# **DISTRICT SUPPORT CENTER**

**3301 North 23<sup>rd</sup> Street Canyon, TX 79015**

**806-677-2600**

## **ADMINISTRATIVE STAFF**

Dr. Darryl Flusche, Superintendent

Amanda Carleton, Secretary

Robyn Cranmer, Assistant Superintendent of Support Services

Connie Haynes, Secretary

Bridget Johnson, Director of Special Services

Schuele Batenhorst, Coordinator of Special Education and Instruction

Montess Callahan, Director of Support Services

Megan Williams, Coordinator of Behavior Intervention

Chris Hall, Coordinator of Student Services

Jana Millner, Secretary

Stacy Montoya, Secretary

Caleb McClure, Director of Policy and Compliance

Mindy Cagle, Student Information Management Specialist

Christa Neal, Student Records Clerk

Lisa Johnson, Director of District Communications

Christian Nicholson, Media & Communications Specialist

Cameron Rosser, Assistant Superintendent of Curriculum and Instruction

Marci Muno, Secretary

Yolanda Delaney, Director of Elementary School Leadership

Tricia Cook, Director of Middle School Leadership

Marc Hamil, Director of Secondary School Leadership

Chris Norton, Director of Innovation and Instruction

Lisa Hill, Director of Literacy and Instruction

Chris Hawkins, Coordinator of Fine Arts and Advanced Academics

Doni O'Dell, Secretary

Alejandra Galvan, Secretary

Heather Wilson, Assistant Superintendent of Business and Operations

Kim Lockhart, Secretary

Leah Beth Moore, Director of Finance and Accounting

Melissa Cockrell, Accountant

Tracy Johnson, Canyon Kids Accountant

Beth Wilson, Payroll Accountant

Mary Neill, Payroll Specialist

Karla Kinikin, Purchasing Specialist

Christi Mahan, Benefits Specialist  
Courtneigh Stump, Travel Clerk  
Trina Rich, Accounting Clerk  
Evelyn Romero, Accounting Clerk  
Taylor Weldon-Kargel, Accounting Clerk

Paul Kimbrough, Director of Human Resources  
Blake Hurst, Coordinator of Human Resources  
Lora Hoelting, HR Records Specialist  
Adriana Romero, Secretary  
Leigh Mauk, Clerk  
Karli Chandler, Receptionist

Toby Tucker, Director of Athletics  
John Peterson, Coordinator of Athletics  
Carol Whited, Secretary

Danny Parrott, Chief Technology Officer  
Shelby Wallis, Secretary  
Kenneth Boehs, Assistant Director of Technology  
Michael Moya, Coordinator of Technology Services  
Krissa Perryman, Software Support Administrator  
Jason Garcia, Technology Network Administrator  
Marilyn Robinson, Instructional Software Specialist  
Jeremy Hall, Technology Systems Specialist

Brandon Williams, Director of Chartwells Food Service  
Naomi Chavez, Director of Chartwells Marketing  
Bennet Loy, Chartwells Chef  
Halley Holloway, Registered Dietician  
Gina Richardson, Secretary

Danny Paulson, Director of Facilities Management  
Amy Bosley, Secretary

Michael Batenhorst, Director of Environmental Services  
  
Caleb Hildalgo, Director of Transportation

## **Campus Contact Information**

### **CANYON HIGH SCHOOL**

**1701 23<sup>rd</sup> Street  
Canyon, TX 79015  
806-677-2740**

Jennifer Boren, Principal  
Jessica Ray, Associate Principal  
Todd Reynolds, Asst. Principal  
Brad Hoeksema, Asst. Principal  
Terri Howell, Secretary  
Megan Doak, Secretary  
Jolynn Ivy-Braman, Secretary  
Tawney Shaltry, Attendance Clerk  
Amanda Hagood, Registrar  
Kelli Frock, Counselor  
Chris Fant, Counselor  
Cheryl Hukill, Counselor  
Cenee Precure, CCMR Counselor  
Stacy Wright, Counselor's Secretary  
Paige Tucker, Nurse

### **RANDALL HIGH SCHOOL**

**5800 Attebury Road  
Amarillo, TX 79118  
806-677-2333**

Steven Singleton, Principal  
Travis Willard, Associate Principal  
Rachel Harris, Asst. Principal  
Joy Webb, Asst. Principal  
Susie Alumbaugh, Secretary  
Christin Caffee, Secretary  
Brittany Word, Secretary  
Mary Griffith, Registrar  
Lori Hurd, Attendance Clerk  
Talle Cummings, Counselor  
Michaela Mallory, Counselor  
Sasha Reilly, Counselor  
Cyle Black, CCMR Counselor  
Anna Carrillo, Counselor's Secretary  
Jennifer James, Nurse

### **WEST PLAINS HIGH SCHOOL**

**10576 Arden Road  
Amarillo, TX 79119  
806-510-2100**

Eric Gomez, Principal  
Randi Willard, Associate Principal  
Brittnee Hooks, Asst. Principal  
Jeff Schenck, Asst. Principal  
Darenda Ribera, Secretary  
Carol Weeks, Secretary  
Allex Miller, Attendance Clerk  
Sheena Wood, Registrar  
Lucas Kinsey, Counselor  
Jennifer Manning, Counselor  
Rebecca Harwell, Counselor  
Lacie Bonner, CCMR Counselor  
Jaime Conrad, Counselor's Secretary  
Laura Amaya, Registered Nurse

### **MIDWAY ALTERNATIVE HIGH SCHOOL**

**1403 23<sup>rd</sup> street  
Canyon, TX 79015  
806-677-2455**

Shawn Neeley, Principal  
Aayesha Kitchen, Secretary  
Dana Wesley, Counselor

### **YOUTH CENTER OF THE HIGH PLAINS**

**9300 S. Georgia  
Amarillo, TX 79118  
806-677-2450**

Erika Kirkland, Coordinator of Safety &  
Student Conduct  
Lori Keller, Secretary/Registrar

**CANYON JUNIOR HIGH**  
**910 9<sup>th</sup> Street**  
**Canyon, TX 79015**  
**806-677-2700**

Kirk Kear, Principal  
Tiffany Lee, Asst. Principal  
Mika Ostler, Asst. Principal  
Melissa Henry, Secretary  
Whitney Martinez, Attendance Clerk  
DeeAnne Maxwell, Registrar  
Hannah Barrow, Counselor  
Brandi Miller, Nurse

**RANDALL JUNIOR HIGH**  
**5540 Attebury Road**  
**Amarillo, TX 79118**  
**806-677-2420**

Derek West, Principal  
Rachel Huseman, Asst. Principal  
Jessica Wilcox, Asst. Principal  
Vanessa Arenas, Secretary  
Dora Long, Attendance Secretary  
Michelle Osborne, Registrar  
Jared Davis, Counselor  
Jamie Lichtie, Nurse

**WEST PLAINS JUNIOR HIGH**  
**7200 West Parkway**  
**Amarillo, TX 79119**  
**806-677-2420**

Kimberly Myers, Principal  
Jennifer Castillo, Asst. Principal  
Amber Parker, Asst. Principal  
Victoria Bealmear, Secretary  
Lucy Salas, Attendance Clerk  
Heather Conway, Registrar  
Jill Parker, Counselor  
Katina Nguyen, Nurse

**CANYON INTERMEDIATE**  
**606 8<sup>th</sup> Street**  
**Canyon, TX 79015**  
**806-677-2800**

Kate Baca, Principal  
Joi Lunsford, Asst. Principal  
Darla Bliss, Secretary  
Audra Fruge', Secretary  
Ronda Norman, Counselor  
Kamy Riley, Nurse

**GREENWAYS INTERMEDIATE**  
**8100 Pineridge**  
**Amarillo, TX 79119**  
**806-677-2460**

Toby King, Principal  
Scott Nelson, Asst. Principal  
Amy Stover, Secretary  
Ashley Gifford, Secretary  
Lori Salyer, Counselor  
Denise Apodaca, Nurse

**PINNACLE INTERMEDIATE**  
**4545 Meadow Ridge**  
**Amarillo, TX 79110**  
**806-677-2570**

Tausha Robinson, Principal  
Tina Renteria, Asst. Principal  
Jennifer Christie, Secretary  
Ashley Fortner, Secretary  
Andrea Grace Hannon, Counselor  
Mary Lee, Nurse

**GENE HOWE ELEMENTARY**  
**5108 Pico**  
**Amarillo, TX 79110**  
**806-677-2380**

Kandi Kempf, Principal  
Elizabeth Melcher, Asst. Principal  
Cheryl Gonzales, Secretary  
Amanda Tatarevich, Secretary  
Kenzie Cross, Counselor  
Amy Pena, Nurse

**REEVES-HINGER ELEMENTARY**  
**1005 21<sup>st</sup> Street**  
**Canyon, TX 79015**  
**806-677-2870**

Nicole Johnston, Principal  
Paige Fisk, Asst. Principal  
Bridgit Enriquez, Secretary  
Thelma Self, Secretary  
Lauren Enriquez, Counselor  
Amy Jones, Nurse

**LAKEVIEW ELEMENTARY**  
**6407 Lair Road**  
**Amarillo, TX 79118**  
**806-677-2830**

Krystal Hare, Principal  
Hilleary Drake, Asst. Principal  
Sabrina Moore, Secretary  
Brooke Irwin, Secretary  
Alicia Lohberger, Counselor  
Shea Olson, Nurse

**ARDEN ROAD ELEMENTARY**  
**6801 Learning Tree**  
**Amarillo, TX 79109**  
**806-677-2360**

Donna Agee, Principal  
Angie Baldwin, Asst. Principal  
Kaci Vines, Secretary  
Rene Ross, Secretary  
Michelle Hutton, Counselor  
Debra Sommerfeld, Nurse

**CITY VIEW ELEMENTARY**  
**3400 Knoll**  
**Amarillo, TX 79118**  
**806-677-2500**

Andrew Burgoon, Principal  
Jennifer Nall, Asst. Principal  
Susan Starkey, Secretary  
Stacey Williams, Secretary  
Santos Alvarado, Nurse  
Cecilia Favela, Counselor

**CRESTVIEW ELEMENTARY**  
**80 Hunsley Road**  
**Canyon, TX 79015**  
**806-677-2780**

Amy Meek, Principal  
Sarah Ratliff, Asst. Principal  
Chantal Harris, Secretary  
Jennifer Howell, Secretary  
Hope Bolyard, Counselor  
Michelle Jolly, Nurse

**HILLSIDE ELEMENTARY**

**9600 Perry Ave  
Amarillo, TX 79119  
806-677-2520**

Adam Kerns, Principal  
Anna Ortega, Asst. Principal  
Jennifer Baker, Secretary  
Heather Spears, Secretary  
Donna Sommerfeld, Counselor  
Janette Garza, Nurse

**SUNDOWN LANE ELEMENTARY**

**4715 Sundown Lane  
Amarillo, TX 79118  
806-677-2400**

Kayla Benton, Principal  
Stacianne Snow, Asst. Principal  
Judy Phelps, Secretary  
Jodi Baggerman, Secretary  
Alexa Marion, Counselor  
Jordan Rector, Nurse

**SPRING CANYON ELEMENTARY**

**20 Buckston Dr  
Canyon, TX 79015  
806-510-2059**

Nick Renteria, Principal  
Jennifer Flatt, Asst. Principal  
Laine Copeland, Secretary  
Jenni Gee, Secretary  
Megan Wade, Counselor  
Cari Beebe, Nurse

**HERITAGE HILLS ELEMENTARY**

**8200 Crestline Dr  
Amarillo, TX 79119  
806-510-2000**

Tina Finke, Principal  
Chris Young, Asst. Principal  
Linda Vance, Secretary  
Destany Silva, Secretary  
Lisa Trask, Counselor  
TBD, LVN

## EMPLOYMENT

### **Equal Employment Opportunity**

*Policies DAA, DIA*

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Paul Kimbrough  
Director of Human Resources  
3301 North 23rd Street  
Canyon, TX 79015  
paul.kimbrough@canyonisd.net  
806-677-2600

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability:

Paul Kimbrough  
Director of Human Resources  
3301 North 23rd Street  
Canyon, TX 79015  
paul.kimbrough@canyonisd.net  
806-677-2600

## **Job Vacancy Announcements**

### *Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis on the district's website at [www.canyonisd.net](http://www.canyonisd.net).

## **Employment after Retirement**

### *Policy DC*

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

## **Contract and Noncontract Employment**

### *Policy DC series*

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and registered 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.** Registered nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive probationary contracts during the first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e. three one-year contracts), with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

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



**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

**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.

## **Certification and Licenses**

*Policies DBA and DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Human Resource department when there is action against, or revocation of, their license.

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

## **Recertification of Employment Authorization**

*Policy DC*

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

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

# **Searches and Alcohol and Drug Testing**

*Policy CQ, DHE*

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

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

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 when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Director of Transportation.

# **Health Safety Training**

*Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the

American Red Cross, The American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Coordinator of Student Services.

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

## **Reassignments and Transfers**

*Policy DK*

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contracts. 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 his or her request by the date posted by Human Resources each year. 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 Human Resources Department.

## **Workload and Work Schedules**

*Policies DEAB, DK, DL*

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

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of 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 receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

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

*Policies DEAB, DG*

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

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district.

An employee with concerns should contact the Human Resources Department at 806-677-2600.

## **Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the Human Resources Department at 806-677-2600 to begin the interactive process.

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive

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

## **Outside Employment and Tutoring**

### *Policy DBD*

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

## **Performance Evaluation**

### *Policies DN series*

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

Second appraisals shall be scheduled within a one-week window.

After completion of a second appraisal, the Superintendent or designee shall average the scores of the first and second appraisals. The average of the domains given during the two appraisals along with cumulative data of written documentation collected regarding job-related teacher performance shall become the summative annual appraisal report.

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

## **Employee Involvement**

*Policies BQA, BQB*

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

## **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 non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

## COMPENSATION AND BENEFITS

### **Salaries, Wages, and Stipends**

*Policies DEA, DEAA, DEAB*

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

Salary and wage schedules are reviewed annually and adjusted according to the budgeted amounts approved by the board. Classroom teachers, full-time librarians, full-time nurses and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular duties or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the Human Resources office for more information about the district's pay schedules or their own pay.

### **Annualized Salary**

The district shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or bimonthly payments, beginning with the first pay period of the school year.

### **Early Separation**

*Policy DEC Local*

If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as the date of separation.

If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12 month pay period until the date of separation. For purpose of this procedure, “separation from service” shall be as defined in IRS regulation 26 CFR 1.409 1 (H).

A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:

1. Retiring employees have the option for an early payoff after the date of separation. If requesting an early payoff, a letter must be sent to the payroll specialist in the business office on or before the last date of employment with the district. If the employee is eligible and elects to continue enrollment in the District’s group health coverage for one or more months of the summer. The employee’s share of the premiums shall be withheld from the final paycheck.
2. All employees shall be paid according to the annualized salary provisions above.

## **Paychecks**

All professional, paraprofessional, and substitutes are paid monthly. Auxiliary staff are paid every two weeks. Paychecks will not be released to any person other than the district employee named on the check without the employee’s written authorization. Monthly payrolls are paid on the 15th of each month. If the 15th falls on a weekend or a federal/bank holiday, then the monthly payroll is paid on the business day immediately prior to the 15th.

## **Automatic Payroll Deposit**

Employees can have their paychecks electronically deposited into as many as four checking or savings accounts at any financial institution that is capable of receiving CISD payroll funds electronically. Employees can sign up or change their direct deposit information through Employee Self-Serve via the CISD website or in person at the District Support Center. Contact the Payroll office for more information about deadlines.

**DIRECT DEPOSIT:** If you have chosen to have your paycheck direct deposited, you will see this as the final item(s) in the deductions section. The name of your financial institution is listed as well as current, fiscal, and calendar year-to-date totals.

## **Other Important Information:**

**Tax Status:** Your tax marital status, amount of exemptions claimed, and any additional amount elected to be withheld, is printed on the bottom right of the stub. You should check to make sure that it is the correct status for you. If you have any significant events that occur in your life (marriage, divorce, change in dependents), then you should review your status with a qualified tax person to ensure that you are withholding the proper amount. You can change your tax status anytime during the year through Employee Self Service via CISD website, or in person at the District Support Center.



**Leave Balances:** Leave balances are printed on the bottom portion of the paycheck stub. You should periodically check the balance of your leave accounts against personal records that you maintain. Keep in mind that leave balances are automatically incremented each September pursuant to applicable Board policy.

## **Payroll Deductions**

*Policy CFEA*

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

- ◆Teacher Retirement System of Texas (TRS) and/or Social Security employee contributions
- ◆Federal income tax required for all employees in accordance with elections made on properly completed W-4
- ◆Medicare tax (applicable only to employees hired in this district after March 31, 1986)
- ◆Child support and spousal maintenance, if applicable
- ◆Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, life, dental, vision, cancer, and disability income insurance, 403b(7) annuity or custodial account. Employee must be actively employed at least one day during the month to be eligible for insurance coverage for that month. Employees may also request payroll deduction for payment of membership dues to professional organizations.

**PAY DOCKS:** Salary deductions are automatically made for unauthorized or unpaid leave.

## **Overtime Compensation**

*Policies DEAB, DEC*

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. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule in accordance with Fair Labor Standards Act (FLSA). Employees who are paid on a salary basis are paid for a 40 hour-work week and do not earn additional pay unless the employee works more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 am Sunday and ends at midnight on Saturday.

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

- ◆Employees can accumulate up to 60 hours of comp time.
- ◆Compensatory time, to a maximum of 20 hours, shall be allowed to carry over for use in the following school year.
- ◆Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction
- ◆An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- ◆Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- ◆Check Policy DEC to identify order of use of comp time and paid leave.

## **Travel Expense Reimbursement**

*Policy DEE*

Before an employee incurs any travel expenses, the employee's Principal/Director, and Superintendent, if it is out of state travel, 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. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage. The district's Employee travel policy is accessible on the district's website under the Business and Finance tab.

## **Health, Dental, Vision, and Life Insurance**

*Policy CRD*

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

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance change, employee cost, and eligibility requirements are provided to all employees. Employees should contact the Benefits Specialist for more information.

## **Supplemental Insurance Benefits**

*Policy CRD*

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

## **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. cancer and dread disease, dental, and additional term life insurance). In addition, employees wishing to do so may pay their dependent care expenses through this plan. A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

## **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 Texas Workers' Compensation Solutions, effective April 1, 2003. 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 their supervisor. 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 *Worker's compensation benefits*, page 35 for information on the 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. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Business and Operations office.

## **Teacher Retirement**

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

Employees who plan to retire under TRS should notify the Human Resources Department as soon as possible. Information on the application procedures and all other inquiries should be directed 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](http://www.trs.state.tx.us)).

## **Tax-Sheltered Annuities**

### *Policy CRG*

Any full-time employee may enter into a salary reduction agreement with the district whereby an amount of their salary is withheld and paid directly to a third-party annuity or custodial account on their behalf. All amounts electively withheld in this manner are subject to applicable legal limitations and restrictions. A district Salary Reduction Agreement must be completed and on file. Additional information regarding the district's 403(b) program is available from the Business and Operations office.

As of June 1, 2002, school districts and open-enrollment charter schools may enter into employee salary reduction agreements only if the product is offered by an eligible company whose name is shown on the TRS list (or the employee's contract with a company is grandfathered). The list is available on the TRS Website for verification of eligibility.

## **Free Admittance for Employees to Athletic Contests**

The employee's identification badge can be used for admittance for the employee and one guest, to all home regular season athletic contests.

## **Tuition-Free Attendance for Children of Full-Time Employees**

### *Policy FDA*

Children of nonresident full-time District employees shall be eligible to attend District schools in accordance with Policy FDA.

# LEAVES AND ABSENCES

## Leaves and Absences Policy

*Policy DEC, DECA, DECB*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Human Resources office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

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

- Local Leave
- State Sick (accumulated prior to 1995)
- State Personal

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

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

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

- ◆ Spouse
- ◆ Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis
- ◆ Parent, stepparent, parent-in-law, or another individual who stands in loco parentis to the employee
- ◆ Sibling, step-sibling, and sibling-in-law
- ◆ Grandparent, grandchild, and grandparent in-law
- ◆ Any person residing in the employee's household at the time of the illness or death

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

**Medical Certification.** Any employee who is absent more than 5 days because of a personal or family illness must submit a medical certification from a qualified healthcare 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.

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

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

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

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

## State and Local Leave

### *Policy DEC Local*

If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

Leave may be used for two general purposes: non-discretionary and discretionary.

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allows very little, if any, advance planning. Non-discretionary leave may be used in the same manner as state sick leave (see below). If an employee uses more leave days than he or she has earned, the cost of unearned leave days will be deducted from the employee's next paycheck.

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor three work days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor and will be subject to the following limitations:

⇒ Request should be submitted to principal at least three workdays in advance. Please note the quicker the request is received the better chance of securing a sub.

⇒ The reasons for which the leave may be used shall not be limited by the District. In deciding to approve or deny personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes.

⇒ Requests can be for no more than three consecutive days (*If this request is for more than three days, salary docks may be incurred and the Human Resources Department should be consulted*)

According to Canyon ISD Administrative Regulations, discretionary leave **may not** be taken:

- *The day before or after a school holiday.*
- *Days scheduled for final exams and end-of-course exams.*
- *Days scheduled for state testing.*
- *Professional or staff development days.*
- *The first five or last five teaching days of any school year*

If an exception to these prohibited days is requested, approval from both the principal and superintendent or Human Resources Director is required and the personal leave day request form must be completed.

## Leave Proration

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

## State Personal Leave

State law entitles all employees to five days of paid personal leave per year, providing the employee fulfills all days of the contract period (assigned working calendar days). Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State

personal leave accumulates without limit and is transferable to other Texas school districts and generally transfers to education service centers.

## State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

State sick leave may be used for the following reasons only:

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

## Local Leave

Each employee shall earn paid local leave days according to the employee's annual employment as set by the District for the employee's usual assignment, whether full or part-time in accordance with administrative regulations. (See Appendix B- Proration)

Local leave shall accumulate to a maximum of 30 workdays.

## Catastrophic Sick Leave

The District has established a sick leave bank to benefit employees who are faced with extended absences due to catastrophic illnesses or injuries (life threatening) exclusive to the employee. Catastrophic leave bank participants who have exhausted all paid and non-duty leave days may draw paid leave from the bank. Participation is voluntary, but requires contribution to the bank during the annual designated membership drive. Only contributors will be permitted to use the bank for payment for qualifying incapacitation personal illness during regularly scheduled duty days. Contact the Human Resources department for more information.

## Family and Medical Leave Act (FMLA) – General Provisions

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

### What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for



most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

### **Am I eligible to take FMLA leave?**

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,

You work for an elementary or public or private secondary school, or

- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

### **How do I request FMLA leave?**

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave, • Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

### **What does my employer need to do?**

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

### **Where can I find more information?**

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



## Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual's first FML begins.

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

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

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

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

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

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

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of the insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly

transferred more than 75 miles from the district, the district may require the employee to reimburse the district's share of premiums paid.

**District Contact.** Employees that require FML or have questions should contact the Human Resources office for details on eligibility, requirements, and limitations.

## **Temporary Disability Leave**

**Certified Employees.** Any full-time employee, whose position requires certification from the State Board for Educator Certification is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

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

## **Workers' Compensation Benefits**

An employee absent from duty because of 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 a result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to their supervisor.

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 worker's 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*

In each school year, each employee shall be granted as many as two workdays of paid local bereavement leave to be used only in the event of a death in the employee's immediate family.

## **Jury Duty**

*Policy DEC, DG*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States.

Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

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

## Compliance with a Subpoena

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

## Truancy Court Appearances

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

## Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## Military Leave

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

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

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Business Office for details on eligibility, requirements, and limitations.

# **EMPLOYEE RELATIONS AND COMMUNICATIONS**

## **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, on the district's website and through special events and activities.

## **District Communications**

Throughout the school year, the Communication's office publishes brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. The Communication's office manages the District website, social media, emergency communications and the ways community and staff receive information.

## **Complaints and Grievances**

### *Policy DGBA*

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

A complete text of this process is described in Policy DGBA (Local) and is available on the web ([www.canyonisd.net](http://www.canyonisd.net)).

# 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 up to and including termination.
- Know and comply with department and district procedures and policies.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policy and procedure, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to Texas Education Agency* for additional information.

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

## ***Texas Educators' Code of Ethics***

### **Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in



accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

## **Enforceable Standards**

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

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

**Standard 1.2** The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

**Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

**Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

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

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

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

**Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

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

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

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

**Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

## **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

**Standard 2.8** The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

### **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

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

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

# **Discrimination, Harassment, and Retaliation**

*Policies DH, DIA*

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

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is located at the district's website at [www.canyonisd.net](http://www.canyonisd.net).

## **Harassment of Students**

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

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

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

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is on the district's website at [www.canyonisd.net](http://www.canyonisd.net).

## **Reporting Suspected Child Abuse**

*Policies DG, GRA*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code 26.001, to a law enforcement agency, Child Protective Services (CPS), 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. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

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

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

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

## **Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at [www.canyonisd.net/Board of Trustees/Policies](http://www.canyonisd.net/Board of Trustees/Policies). As an employee, it is important for you to be aware of the warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

## **Reporting Crime**

*Policy DG*

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

## **Scope and Sequence**

*Policy DG*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## **Technology Resources**

*Policy CQ*

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

- Imposes no tangible cost to the district
- Does not unduly burden the district's 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 technology resources are not confidential and can be monitored at any time to ensure appropriate use.

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

## **Personal Use of Electronic Communications**

*Policy CQ, DH*

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

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

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

- ◆ The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- ◆ The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business
- ◆ The employee shall not use the CISD logo or other copyrighted material of the district without express, written consent.

- ◆ An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- ◆ The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and Texas Educator's Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus.

These restrictions include:

- o Confidentiality of student records. [See Policy FL]
- o Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH (EXHIBIT)]
- o Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
- o Copyright law [See Policy CY]
- o Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

*See Electronic Communications between Employees, Students and Parents*, below, for regulations on employee communication with students through electronic media.

## **Electronic Communications between Employees, Students and Parents**

*Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to these provisions regarding electronic communications with a student to the extent the employee has a social or family relationship. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult



friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications.

See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students to communicate shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students

who participate in the extracurricular activity over which the employee has responsibility. An employee communicates with a student using text messaging shall comply with the following protocol:

- °The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and the parent receive the same message.
- °The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- °For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page: the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 PM and 7:00 AM. An employee may, however make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies administrative regulations, and the Texas Educators' Code of Ethics including:
  - °Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [See Policies CPC and FL]
  - °Copyright law [See Policy CY]
  - °Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic

communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communications.
- It is recommended that the employee who needs to send group messages to students consider using Twitter instead of text messages. Students and parents may sign up to receive the Twitter updates as text messages without having a Twitter account. (The employee does not need to have the students' cell phone numbers to use Twitter.

## **Use of Electronic Media for Official Communication**

Whenever anyone transmits an official communication from the district, that communication effectively becomes the voice of the district, conveying official information to members of our community. Our community consists of a widely diverse population from many different cultures, religions, and political persuasions. Therefore, it is essential that we minimize any message content in official communications of the district that could lead the recipient to believe that the school district endorses personal views of the email sender that are not relevant to the subject of the communication.

All users of the district's electronic resources shall refrain from adding any extraneous messages to official communications processed through the district's email system or through official communications delivered through web postings or other media. Extraneous messages may be defined to include, but are not limited to, personal slogans, unnecessary quotes, mottos, and other matters unrelated to the content of official correspondence sent via email, particularly when such matters are automatically appended to each of the sender's communications. This directive specifically includes any extraneous material of a political, philosophical, or religious nature, as well as matters related to personal business ventures of the sender, or someone related to the sender, or which include product advertisements or information of a commercial or for profit nature, which might be added to official communications from the district.

Communications of an entirely personal nature are not affected by this directive. You are encouraged to note in the body of such communications that the communication is personal and not official business. Please note that this will also make it easier for the district to protect your personal communications from disclosure in the event your archived emails are requested pursuant to the Texas Public Information Act. As you know, under Texas law virtually any information which is contained on the district's electronic communication system could potentially be the subject of disclosure under the Texas Public Information Act.

## **Public Information on Private Devices**

### *Policy DH*

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act.

Reasonable efforts may include:

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

## **Criminal History Background Checks**

### *Policy DBAA*

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

## **Employee Arrests and Convictions**

### *Policy DH, DHB, DHC*

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

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

Moral turpitude includes the following:

- ◆ Dishonesty
- ◆ Fraud
- ◆ Deceit
- ◆ Theft
- ◆ Misrepresentation
- ◆ Deliberate violence
- ◆ Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor

- ◆ Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- ◆ Felonies involving driving while intoxicated (DWI)
- ◆ Acts constituting abuse or neglect under SBEC rules

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

**Certified Employees.** The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

**Uncertified Employees.** Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

## **Alcohol- and Drug-Abuse Prevention**

### *Policy DH*

Canyon ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the

influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use is available on the Canyon ISD website at [www.canyonisd.net](http://www.canyonisd.net).

## **Tobacco Products and E-Cigarette Use**

*Policies DH, FNCD, GKA*

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

## **Fraud and Financial Impropriety**

*Policy CAA*

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district's information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Conflict of Interest**

*Policies CB, DBD*

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

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

Employees should contact their supervisor for additional information.

## **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 textbook, electronic textbooks, instructional materials or technological equipment may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

## **Copyrighted Materials**

*Policy CY*

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

## **Associations and Political Activities**

*Policy DGA*

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

Employees may join or refuse to join any professional association or organization.

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

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

## **Charitable Contributions**

### *Policy DG*

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

## **Safety and Security**

### *Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirement:

- 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.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion.



Employees will exercise care and sound judgement on whether to use hands-free technology while the vehicle is in motion. Employees with questions or concerns relating to safety programs and issues can contact the Director of Property Services.

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

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

(Visitor access to campuses and district facilities may be restricted during global events. e.g. COVID-19)

## **Asbestos Management Plan**

*Policy CKA*

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

## **Pest Control Treatment**

*Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the principal's office. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electronic means. Pest control information sheets are available upon request.

## **District Warehouse**

The district maintains a well-stocked warehouse for the sale and delivery of a variety of school and office supplies. Warehouse catalogs are available in the administration office of each campus. Employees should always check the warehouse catalog first before requesting authorization to purchase school or office supplies. In many cases, the items will be available in the warehouse at the same or lower price as that of a commercial vendor. Warehouse items purchased are always delivered the next day directly to the campus originating the order. Contact the Business and Operations Office if you have any questions about the district's warehouse operations.

## **Telephone Use**

District-owned telephones are for business use only, personal use should be limited. Personal long distance calls on district telephones are prohibited, except under very limited circumstances and the approval of the supervisor.

The use of cellular telephones in classrooms is prohibited during instructional times. Employees may use cellular phones for job-related communication during work hours provided such use does not disrupt the learning environment. Personal use of cellular phones shall be limited to off-duty time, except in emergency situations. The principal shall be notified in advance if a family illness or other such emergency exists requiring an employee to leave a cellular telephone on in a classroom during instructional time.

## GENERAL PROCEDURES

### Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations:

- Twitter (district and campus)
- KGNC radio station
- KVII, KAMR, KFDA television stations
- [www.canyonisd.net](http://www.canyonisd.net)
- [www.amarillo.com](http://www.amarillo.com) (Amarillo Globe News)

#### Employee Practices during School Closings

All Canyon Independent School District full and part-time custodial staff, full and part-time maintenance staff, and full-time transportation office staff and mechanics will report to work at their regularly scheduled time unless otherwise notified to report at a different time. Any employee failing to report as required will be charged with accrued leave.

### Emergencies

*Policies CKC, CKD*

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

### Purchasing Procedures

*Policy CH*

All requests for purchases must be submitted to the Business Office via the district's computerized purchasing system. Requisitions are approved by all appropriate supervisors prior to being converted to a purchase order. No purchases, charges, or commitments to buy goods or services for the district can be made without a computer-generated PO number. **The district will not reimburse employees or assume responsibility for purchases made without a properly executed computer-issued purchase order.** Employees are not permitted to purchase supplies or equipment for personal use through the district's Business and Operations office. Contact the Business office for additional information on purchasing procedures.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the Human Resources Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. This information can also be updated through Employee Self Service.

## **Personnel Records**

*Policies DBA, GBA*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission. Employees may choose to have the following personal information withheld:

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

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

## **Facility Use**

*Policies DGA, GKD*

The Director of Environmental Services office is responsible for scheduling the use of facilities after school hours. Contact this office to request 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 at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Human Resources Department and addressed to the superintendent. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

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

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

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

## Dismissal or Nonrenewal of Contract Employees

### *Policies DF Series*

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

certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online ([www.canyonisd.net](http://www.canyonisd.net)).

## **Dismissal of Noncontract Employees**

*Policies DCD, DP*

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract 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.

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

## **Discharge of Convicted Employees**

*Policy DF*

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

## **Exit Interviews and Procedures**

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 their employment experience. All district keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

# Reports to Texas Education Agency

*Policies DF, DHB, DHC*

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

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

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

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

## Reports Concerning Court-Ordered Withholding

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

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

## STUDENT ISSUES

### Equal Educational Opportunities

*Policies FB, FFH*

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

Questions or concerns about discrimination against students based on any of the reasons listed above, including sexual harassment, should be directed to:

Robyn Cranmer  
Assistant Superintendent of Student Services  
3301 North 23<sup>rd</sup> Street  
Canyon, TX 79015  
[robyn.cranmer@canyonisd.net](mailto:robyn.cranmer@canyonisd.net)  
(806) 677-2600

### Student Records

*Policy FL*

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

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

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



## **Parent and Student Complaints**

### *Policy FNG*

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

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

## **Administering Medication to Students**

### *Policy FFAC*

Only designated employees may administer medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any other medicine 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 for administering medication to students.

## **Dietary Supplements**

### *Policies DH, FFAC*

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

## **Psychotropic Drugs**

### *Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct and Student handbook. 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.

## **Corporal Punishment**

School personnel will not administer corporal punishment under any circumstances.

## **Student Attendance**

*Policy FEB*

Teachers and staff should be familiar with the district's policy and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When a student is absent from school a parent call or note explaining the reason for the absence is required. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

*Policy FFI*

Bullying is defined by TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to a teacher, counselor, principal or other district employee. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is accessible on the district website. (Also, see Appendix A below)

## **Hazing**

*Policy FNCC*

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

## **APPENDIX A: Freedom from Bullying Policy**

**Note:** School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [www.canyonisd.net](http://www.canyonisd.net). Below is the text of Canyon ISD 's policy FFI(Local) as of the date this handbook was finalized for this school year.

### **STUDENT WELFARE: FREEDOM FROM BULLYING**

### **FFI (LOCAL)**

**Note:** This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

#### **Bullying Prohibited**

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

##### *Examples*

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

#### **Retaliation**

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

##### *Examples*

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

#### **False Claims**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

#### **Timely Reporting**

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

#### **Reporting Procedures**

##### *Student Report*

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

### *Employee Report*

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

### *Report Format*

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

### **Notice of Report**

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

### **Prohibited Conduct**

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

### **Investigation of Report**

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

### **Concluding the Investigation**

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

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

### **Notice of Parents**

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

### **District Action**

#### *Bullying*

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

#### *Discipline*

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

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

#### *Corrective Action*

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

#### *Transfers*

The principal or designee shall refer to FDB for transfer provisions

#### *Counseling*

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

#### *Improper Conduct*

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

#### **Confidentiality**

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

#### **Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

#### **Records Retention**

Retention of records shall be in accordance with CPC(LOCAL).

#### **Access to Policy and Procedures**

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

**APPENDIX B:  
Proration**

## Canyon ISD FY24 Accrual Chart - Biweekly-Paid Employees

		<u>Hours</u> Earned			
Hours per Day	Workdays per Year	Holiday	Local Leave	State Personal Leave	Vacation
3.5	<250	0	0	17.5	0
3.8	<250	0	0	19	0
4	<250	0	20	20	0
5	<250	0	25	25	0
6	<250	0	30	30	0
7	<250	0	35	35	0
8	<250	0	40	40	0
4	250-260	32	28	20	40
5	250-260	40	35	25	50
6	250-260	48	42	30	60
7	250-260	56	49	35	70
8	250-260	64	56	40	80

CISD does not award vacation or paid holidays to manual trades staff (Canyon Kids, Food Service, Environmental Services, Maintenance, Transportation, Warehouse), *if working less than 250 days per year*.

Accruals grants will be adjusted if:

- a) hired after start of fiscal year, b) separated from CISD before end of fiscal year,
- b) transfer to/from a position not eligible for accruals, c) change to/from part-time to/from full-time. **Used, unearned accruals will result in a deduction from pay.**

Accruals are granted each year, effective with first bi-weekly payroll in September.

A "leave day" consists of the number of hours per day equivalent to the employee's usual assignment, whether full- or part-time.

Seasonal employees, temporary employees, hourly tutors, substitutes and hourly athletic employees are not eligible for paid leave or paid holidays.

Accruals may be used only in half- or whole-day increments.

### **Bereavement Leave**

Immediate family only.

May receive up to 2 days per fiscal year.

Balance does not carry over to next fiscal year. Excess will be lost.

Unused/earned hours do not payout at separation.

### **Paid Holiday**

Only manual trades employees in positions normally requiring 250 or more work days of service per year are eligible to receive paid holidays. The schedule of paid holidays is determined by the Assistant Superintendent each fiscal year.

## **Local Leave**

Employees in positions requiring 250 or more work days of service per year (except those named above) earn 7 days of local leave per year.

Employees in positions requiring fewer than 250 work days of service per year (except those named above) earn 5 days of local leave per year.

Canyon ISD Kids Campus Leaders and Activity Leaders do not earn local leave.

Local days are used first before State Personal Leave, until exhausted (regardless of absence reason).

Balance up to 30 days carries over to next fiscal year. Excess will be lost.

Unused/earned hours do not payout at separation.

## **State Personal Leave**

All employees (except those named above) earn 5 days of state personal leave per year.

State Leave days are used after Local Leave is exhausted (regardless of absence reason).

Balance (no limit) carries over to the next fiscal year.

Unused/earned hours do not payout at separation.

Unused/earned hours are eligible to transfer with you to another Texas School District.

## **State Sick Leave (earned prior to 1995)**

Used before Local Leave/State Personal Leave, until exhausted (regardless of reason).

Balance (no limit) carries over to the next fiscal year.

Unused/earned hours do not payout at separation.

Unused/earned hours are eligible to transfer with you to another Texas School District.

## **Vacation**

Only manual trades employees in positions normally requiring 250 or more work days of service per year are eligible to receive paid vacation.

Balance does not carry over to next fiscal year. Excess will be lost.

Hours granted at the beginning of the fiscal year (or at hire, if starting mid-year), will be pro-rated if there is a change in employee's hours/day or work days/year, or at separation.

Unused/earned hours are paid out at separation.

## Canyon ISD FY24 Accrual Chart - Monthly-Paid Employees

Days employed at 100% of the day <sup>1</sup>	Days Earned <sup>3</sup>	
	Local Leave	State Personal Leave
0-18	0	0
19-36	0.5	0.5
37-54	1	1
55-72	1.5	1.5
73-90	2	2
91-108	2.5	2.5
109-126	3	3
127-144	3.5	3.5
145-162	4	4
163-180	4.5	4.5
181-204	5	5
205-219	6	5
220+	7	5

<sup>1</sup>If employed at 50%, accruals earned will be at 50%.

<sup>3</sup>Accruals grants will be adjusted if: a) hire after start of fiscal year, b) terminate from CISD before end of Fiscal Year, c) transfer to/from a position not eligible for accruals, d) reduce/increase FTE, e) reduce/increase number of Calendar Work Days.

Unearned accruals will be removed from your accrual balance(s).

**Used/unearned accruals will result in a deduction from pay.**

<sup>4</sup>Accruals are granted at the beginning of each fiscal year.

Unpaid absences will result in a deduction from pay.

When working, paraprofessionals should be clocked "in" within AESOP/Frontline. When not working, paraprofessionals should be clocked "out" within AESOP/Frontline, even if running errand for a few minutes. Unless working a different type of work (example summer school) and filling out a time card for hours worked outside of normal school schedule.

When an employee (professional, paraprofessional) is absent from work (half-day or full-day increments) must be entered in AESOP/Frontline, with the applicable absence reason.

Professional exempt employees (admin, couns, diag, teacher, RN):

Earned/available accruals may only be used in half-day or full-day increments.

For eligible employees, Extended Sick Leave of Absences, unpaid days 1-20 will result in deduction from pay at the minimum substitute daily rate of pay. Unpaid days 21>= will result in deduction from pay at employee's daily rate.

Paraprofessional non-exempt employees (aide, cler, secy, LVN):

Earned/available Comp Time may be used in 1/4-hour increments.

Earned available accruals may be used in half-day or full-day increments.

For eligible employees, Extended Sick Leave of Absences, unpaid days 1-20 will result in deduction from pay at the minimum substitute daily rate of pay, not to exceed the employee's daily rate. Unpaid days 21>= will result in deduction from pay at employee's daily rate of pay.



**Unless stated otherwise below, accruals may be used only in half- or full-day increments.**

### **Bereavement Leave**

Immediate family only. May receive up to 2 days per fiscal year. Balance does not carry over to next fiscal year. Excess will be lost. Unused/earned days do not payout at separation.

### **Comp Time**

Monthly employees - only for non-exempt employees. To access your comp time balance, log into Frontline (AESOP), or contact your local campus/dept secretary. Comp time earned via book study must be earned outside of your contract work days.

Used before all types of leave, until exhausted (regardless of absence reason). Earned/available Comp Time may be used in 1/4-hour increments. Balance (up to 20 hours) carries over to next fiscal year. **Negative balance at the end of your contract days (or separation) will result in deduction from your final fiscal year pay.** Positive comp balance will be paid out at separation, or transfer to position not eligible for comp time. Negative comp balance will result in a deduction from pay at separation, or transfer to position not eligible for comp time.

### **Local Leave**

Used before State Personal Leave, until exhausted (regardless of absence reason). Balance (up to 30 days) carries over to next fiscal year. Excess will be lost. Unused/earned days do not payout at separation.

### **State Personal Leave**

Used after Local Leave is exhausted (regardless of absence reason).

Monthly employees - if exceed three consecutive unapproved days may result in deduction from pay.

Monthly employees - if unapproved personal absence on a prohibited (black out) date, may result in deduction from pay.

Balance (no limit) carries over to the next fiscal year. Unused/earned days do not payout at separation. Unused/earned days are eligible to transfer with you to another Texas School District.

### **State Sick Leave (earned prior to 1995)**

Used before Local Leave/State Personal Leave, until exhausted (regardless of absence reason). Balance (no limit) carries over to the next fiscal year.

Unused/earned days do not payout at separation.

Unused/earned days are eligible to transfer with you to another Texas School District.

### **Deduction from Pay (after all earned/available accruals have been exhausted)**

Monthly exempt employees (admin, couns, diag, teacher, RN):

- **Unpaid** absences will result in a **deduction** from your pay, in **full-day** increments only.

Monthly non-exempt employees (aide, cler, secy, LVN):

- **Unpaid** absences will result in a **deduction** from your pay, in half-day **or** full-day increments.