EMPLOYEE HANDBOOK
2019-2020
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A. Introduction

Welcome to the Schertz-Cibolo-Universal City Independent School District (SCUCISD), a District that prides itself on its history of outstanding service to students, parents, and the community.

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 have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official district policy manual, nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies. In the event of a discrepancy, any policies, statutes, state and federal laws, and administrative rules will prevail. District 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. The Policy manual can be accessed by going to the SCUCISD web page at www.scuc.txed.net and clicking on District Policies.

Description of the District

Schertz-Cibolo-Universal City ISD serves students in grades Pre-K through 12. The District extends over a seventy-three square mile area in northeast Bexar County and southwest Guadalupe County. SCUCISD is large enough to offer a wide variety of outstanding academic and extracurricular programs, and small enough to help each student develop full potential in a caring and supportive environment. The Board of Trustees, administration, faculty and support personnel are committed to each child.

The first school in the area was built during the 1890s and was located across Cibolo Creek where Randolph Air Force Base stables are currently located. As the community grew from a settlement along the creek bank, a school was established in Cibolo, about four miles to the east. The building was erected on church property and the teachers were ministers. Records are rather sketchy for the next few years. In 1916, a two-story brick school was built on what is now FM 78 in Cibolo. This school, initially used for grades 1-11, has served many purposes over the years. In 1917, a two-story brick school was built in Schertz on what is now the site of the Old Corbett Complex. The consolidated common school districts of Schertz and Cibolo merged in 1940, becoming the Schertz-Cibolo Consolidated Common School District, with grades 1-6 attending in Cibolo and grades 7-12 in Schertz. With the growth of the area, the construction of new schools, and the addition of students from Universal City, name and status again changed, and the District became the Schertz-
Cibolo-Universal City Independent School District. Currently, the District operates 15 schools as well as the Allison Steele Enhanced Learning Center and the DAEP.

**Mission Statement**

Policy AE

Schertz-Cibolo-Universal City ISD, a diverse community founded in trust and transparency, commits to empower all students to fulfill lifelong potential through inspiring learning experiences.

**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 the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

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

Current board members include:

- Place 1 - Gerald "Jerry" Perkins, Secretary
- Place 2 - Robert M. Westbrook, President
- Place 3 - Letticia Sever, Trustee
- Place 4 - Edward Finley, Trustee
- Place 5 - Gary Inmon, Trustee
- Place 6 - David Pevoto, Trustee
- Place 7 - Amy Driesbach, Vice President

Trustees usually meet the third Tuesday of each month at 6:00 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Central Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

B. Employment

Equal Employment Opportunity

Policy DAA, DIA

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

Employees with questions or concerns relating to discrimination on any of the bases listed above should contact the Chief Human Resource Officer, 1060 Elbel Road, Schertz, Texas 78154, (210) 945-6204.

Job Vacancy Announcements

Policy DC
To the extent possible, announcements of job vacancies by position and location are posted on a regular basis to the district's Website.

Contract and Non-Contract Employment

Policies DC series

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

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

**Term and Continuing Contracts**- Full-time professionals employed in positions requiring certification and nurses will be employed by term or continuing 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 through Frontline Central. Employment policies can be accessed online or copies will be provided upon request.

**Term Contracts**- Term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to:

SBEC-TEA certified employees serving full-time as certified central office administrators, principals, assistant principals, teachers, counselors, diagnosticians, librarians; and full-time nurses.

**Contracts for Non-certified Personnel**- Employment term contracts not governed by Chapter 21 of the Education Code shall be provided also for the following positions for which neither SBEC-TEA nor the District requires current SBEC-TEA certification: central office professionals in positions where certification is not required and non-certified administrators hired under a grant and subject to funding.

**Continuing Contracts Retained**- Any District employee hired prior to March 1, 2002 shall be eligible for a continuing contract upon completion of probationary status as appropriate or until the employee relinquishes the contract. Policies relating to employment by educator term contract do not apply to employees on continuing contracts. However, teachers hired after March 1, 2002, will receive a one-year term contract upon completion of probationary status.

**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
Policy DBA, DF

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

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

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 who 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.

Searches and Alcohol and Drug Testing
Policy 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 and work areas,
including district-owned technology resources, lockers, and private vehicles parked on
district premises or worksites or used in district business.

**Employees required to have a commercial driver’s license.** Any employee who is
required to have a commercial driver’s license (CDL) is subject to drug and alcohol testing.
This includes all drivers who operate a motor vehicle designed to transport 16 or more
people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the
transportation of hazardous materials. Teachers, coaches, or other employees who
primarily perform duties other than driving are subject to testing requirements if their
duties include driving 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
cconduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL who are subject to alcohol and drug testing will
receive a copy of the district’s policy, the testing requirements, and detailed information
on alcohol and drug abuse and the availability of assistance programs. Employees with
questions or concerns relating to alcohol and drug policies and related educational material
should contact Assistant Director of Human Resources at 210-945-6212.

**Heath Safety Training**

Policies DBA, DMA

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

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

An employee with the required qualifications for a position may request a transfer to another campus or department. Employees desiring a transfer to another campus or department must complete an online application for the desired position and must indicate "Transfer" in the application. 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 and must be approved by the receiving supervisor.

Workload and Work Schedules
Policy DEAB, DK, DL

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

Classroom teachers will have planning periods for instructional preparation and 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 will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 13 for additional
information. According to the Fair Labor Standards Act, breaks in Texas are not mandatory. However, an uninterrupted lunch period of at least 30 minutes each day will be given to all paraprofessional and auxiliary employees and is based on the number of hours worked each day.

**Breaks for Expression of Breast Milk**
**Policies DEAB, DG**

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

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

**Notification of Parents Regarding Certification Status**
**Policy DBA, DK**

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 notification under ESSA is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can contact Debra McSweeney, Certification Specialist, Human Resources Dept at 210-945-6296.
**Outside Employment and Tutoring**  
Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment, including student tutoring for pay 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**  
Policy DN series

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

**Employee Involvement**  
Policy BQA, BQB

At both the campus and district levels, SCUCISD 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**

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, and addressed in the campus improvement plan, which is 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.
C. Compensation and Benefits

Salaries, Wages, and Stipends
Policy DEA, DEAA, DEAB

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

Salaries and wages are reviewed on an annual basis 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. Employee pay information is available online through Employee Access, under the Earnings tab. It is the responsibility of each employee to verify that HR has your correct pay grade/structure and years of creditable service. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district’s extra-duty pay schedule.

Employees should contact the Human Resources Department for information about the district’s pay schedules or their own pay classification. Specific questions concerning paychecks should be referred to the payroll office.

Paychecks

All professional and paraprofessional employees are paid monthly. Auxiliary employees are paid semi-monthly. Earnings statements are posted on “Employee Access” one (1) day before pay day. Live checks will not be released to any person other than the district employee named on the check without the employee’s written authorization. During summer breaks, live checks will be mailed. If a live check is lost or stolen, a replacement check will be issued 10 working days after it is reported to the payroll department.

An employee’s earnings statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.
Automatic Payroll Deposit

The district encourages automatic payroll deposit. Employees can have their paychecks electronically deposited into an account. With automatic deposit, an employee’s pay is immediately available on the pay date. Contact the payroll office for more information about the automatic payroll deposit service.

Payroll Deductions
Policy CFEA

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) for eligible employees and federal income tax are required for all employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their 457 Alternative contributions deducted. The SCUCISD does not participate in the Federal Social Security Retirement Program. Instead, as required by Omnibus Budget Reconciliation Act of 1990 (OBRA), the district has adopted a private retirement plan authorized under Internal Revenue Code, Section, 457. Deductions are also made for child support and spousal maintenance, if applicable as well as delinquent federal education loan payments, if applicable.

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

Supplemental/Overtime Compensation
Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. 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 and Central Office Administration. Nonexempt employees must flex their extra time on a daily basis or at least within the current work week. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.
Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee’s regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

Supervisors of nonexempt employees shall ensure an agreement or understanding with the employees regarding the form of compensation for overtime prior to the performance of the work occasioning the overtime duty. These agreements or understandings need not be in writing, but the supervisor shall maintain some record of them, such as calendar notation, a memo to the file, or some similar indication that the employee was notified of the type of compensation to expect.

The employee’s supervisor will show each new nonexempt employee how to get set up in the time clock. Nonexempt employees are expected to clock in and out every time they arrive or leave their campus or department.

**Travel Expense Reimbursement**  
**Policy DEE**

Before any travel expenses are incurred by an employee, the employee’s supervisor 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 be reimbursed for allowable expenses other than mileage.

**College/Job-Related Training**

Employees may not pursue college-related coursework or teacher certification coursework during scheduled duty hours without taking personal/discretionary leave.

**Health, Dental, and Life Insurance**  
**Policy CRD**

Group health insurance coverage is available to all employees. The district’s contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet.
The insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first 30 days of employment. Current employees wishing to make changes to their insurance should contact the Benefits Specialist at 210-945-6216.

**Supplemental Insurance Benefits**
Policy CRD

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Specialist at 210-945-6216 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., accidental death and dismemberment, cancer and specified disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit 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. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the supervisor. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

**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 Human Resource Specialist at 210-945-6245.

**Teacher Retirement**

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

Employees who plan to retire under TRS should notify the Human Resources Department and Payroll Office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

**Tuition-free Attendance**

Children of nonresident District employees may attend SCUCISD schools tuition free. The student’s enrollment shall continue only so long as the parent is employed with the District. All rules and regulations of the District must be followed including those for Student conduct and attendance.

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**D. Leaves and Absences**

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 must notify their immediate supervisor in advance, or as early as possible, in the event 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. Employees who expect to be absent for an extended period of more than three consecutive days should call Human Resources for
information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

The District shall make state paid leave for the current year available for use at the beginning of the school year. Local leave shall accrue at the rate of ½ day per month from September through June and shall be prorated based on the number of days each employee works in each school year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State sick leave accumulated before the 1995-96 school year
- State personal leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form.

**Immediate Family.** For purposes of leave other than family and medical leave, 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 other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee’s household at the time of illness or death

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

**Medical Certification**

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee
who is absent more than three consecutive workdays because of personal illness or injury
must submit a medical certification from a qualified health care provider confirming the
specific dates of the illness, the reason for the illness, and the employee’s fitness to return
to work prior to returning to work. Any employee who is absent more than three
consecutive workdays because of an illness or injury in the immediate family must submit
a medical certification from a qualified health care provider confirming the name of the
family member, specific dates of the illness and the needed presence of the employee for
care of the family member.

Any employee returning to work with any limitations or restrictions as to his/her ability to
perform the functions of their job must submit a medical certification from the treating
physician outlining in detail all limitations and restrictions. This may include but is not
limited to lifting weight, bending, stooping, wearing of sling, cast etc. The district’s work
status form is provided for return to work status. If this form is not used, the certification
must be in detail either outlining any limitations and the duration of the limitations, or
returning the employee to full-duty status with no restrictions. This certification must be
provided prior to the employee returning to work.

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

State Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal
leave is earned at a rate of one-half a workday for each 18 workdays of employment, up
to the statutory maximum of five workdays. A day of earned personal leave is equivalent
to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: non-discretionary and discretionary.

Non-discretionary use of leave is when the leave is taken for personal or family illness or injury of the employee or the employee’s immediate family. There are two types of non-discretionary leave, local sick leave and state personal leave when used as non-discretionary. Both types of non-discretionary leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year, except that an employee may donate local leave to a sick leave pool. [See DEC(LEGAL)]

Discretionary use of leave is when leave is taken at an employee’s discretion that can be scheduled in advance. An employee wishing to take discretionary personal leave, non-paid vacation days, or vacation days must submit a notice of the request two working days in advance of the anticipated absence to his or her principal, director, or designee. Discretionary personal leave, as well as other discretionary leave days, will be granted on a first-come, first-served basis, with a maximum of two employees in each category permitted to be absent at the same time for discretionary personal leave. 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, director, or designee and will be subject to the following limitations:

- Discretionary personal leave may not last more than three consecutive days, except with special approval for extenuating circumstances.
- Discretionary state personal leave will not be allowed for any employee on the following days which are identified on the current School Calendar:
  - The day before or the day after a school or paid holiday,
  - Professional or staff development days, or
  - Bad weather makeup days, except in emergency circumstances, in which case documentation will be required.

Discretionary state personal leave will also not be allowed for campus employees on the following days in accordance with each campus’s needs:

- The first or last day of a semester or trimester grading period or on days scheduled for state or local tests.
***The Superintendent may approve exceptions to these limits with documented emergency circumstances.

**State Sick Leave (Before 1996)**

State Sick Leave accumulated prior to the 1995-1996 school year, is available for use and may be transferred to other school districts in Texas. Previously accumulated state sick leave can be used only in half and whole day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

**Local Sick Leave**

In addition to state personal leave, all employees earn local sick leave that accumulates without limit, according to the following schedule:

- 10-month positions – 5 days per year
- 11-month positions – 6 days per year
- 12-month positions – 7 days per year

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

Sick leave may be used for the following reasons only:

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

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

1. Local Leave

2. State sick leave accumulated before the 1995-96 school year.


Use of extended sick leave or sick leave pool days shall be permitted only after all available state and local leave has been exhausted.

After exhausting all leave, any leave taken for which leave balances are insufficient shall result in a deduction from the employee’s paycheck commensurate with amount of leave taken.

Leave shall be recorded in whole workdays and half workdays only, except in accordance with provision for intermittent leave in the Family and Medical Leave Act or when coordinated with workers’ compensation benefits as provided in policy.

Employee Responsibilities for Reporting Absences

It is the responsibility of each employee to report his/her own absence to the SmartFind (SAMS) system, as well as to follow any other department or campus procedures required.

Employee Responsibilities for Absences NOT Reported to SmartFind (SAMS)

1. Employee must contact their Supervisor immediately upon return to work and arrange with their Supervisor to get the "Absence Not Posted" form.
2. Employee must complete "Absence Not Posted" form, have their Supervisor sign the form and assure the form is forwarded to the SAMS administrator at their campus or department.
3. If employee does not get absence reported within two working days of his/her return to work, employee may be given a written reprimand.
4. Continued non-reporting of absences will result in further disciplinary actions.
5. Absences not reported may be posted as unexcused and the employee's daily rate will be deducted from his/her next paycheck.

All excused absences not reported to the SAMS system by the employee, will be deducted from the employee's leave balance in the order described under "Use
& Recording”. Once all leave is exhausted, the cost of leave will be deducted from the employee's pay.

Extended Sick Leave

Each full-time employee who has exhausted earned paid leave benefits and has been employed at least 12 months shall be permitted up to 10 days of extended sick leave in a 12 (twelve month) period to be used only for the employee’s personal catastrophic illness or disability, including pregnancy-related catastrophic disability. Any unused approved extended sick leave shall terminate at the end of the employee's assigned work year.

An employee shall submit a written request to Human Resources with appropriate medical certification indicating the employee’s inability to perform job-related functions. The district has provided a form for this request located on the District Intranet/Forms and Documents/Human Resources and Payroll/Forms.

One-half (1/2) of an employee’s daily rate shall be deducted from that employee’s pay for use of extended sick leave. Such deduction shall be made whether or not a substitute is employed.

Sick Leave Pool

The Board has chosen to allow District employees to donate earned sick leave days to other employees as follows:

An employee who has accumulated at least 80 hours (ten working days) of local sick leave may, by submitting a written request, donate a maximum of 40 hours (five working days) above the 80-hour minimum each year to another employee who, due to a catastrophic serious illness or injury, has exhausted all paid leave benefits.

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee which requires the services of a certified health care provider for a prolonged period of time and which forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. The illness/injury must be chronic or debilitating, and it must result in the employee’s temporary or permanent incapacity to perform his/her job functions. Examples of illnesses which may enable an employee to withdraw leave from a sick pool include, but are not limited to, cancer, heart disease or stroke. Complications
resulting from pregnancy shall be treated the same as any other condition. For purposes of the sick leave pool, normal pregnancies with no serious complications and routine surgeries with no serious complications are not considered to be catastrophic.

PROCEDURES

Requests for assistance shall be made in writing to the employee’s Principal/Director, together with a statement from the employee's certified health care provider concerning the employee's catastrophic illness or injury. Following approval of a sick leave pool request by the Department of Human Resources, Human Resources shall send notice of seeking donations from staff members throughout the District.

The employee must have exhausted all available earned and advanced state personal leave, state sick leave and local sick leave before requesting establishment of a sick leave pool.

Days used from the sick leave pool may only be used for the employee's personal catastrophic illness or injury. Such days may not be used for an employee to take leave due to an illness or injury of a family member.

An employee may withdraw a maximum of 30 days from a sick leave pool per school year, subject to approval by the Department of Human Resources.

Unused transferred sick leave hours shall be returned to the donor in half-day increments. Donor contributions shall be date-stamped, with the earliest date-stamped contributions being used first.

RESTRICTIONS

An employee who is on leave (illness, educational, etc.) may not donate local sick leave hours until the employee has returned to an active work status for at least ten working days.

An employee may not use sick leave pool hours to extend the work period of employment beyond the normally scheduled number of days in the school year.

Reimbursement of Unused Personal and Sick Leave

State leave upon retirement: Upon retiring from the District under provisions of Teacher Retirement System, an employee with three or more years of service in the District shall be reimbursed for each day of unused state leave, to a maximum of 40 days. Professional
employees shall be reimbursed $50. All other employees shall be reimbursed at a rate of $25 per day. An employee who resigns from the District shall not be entitled to reimbursement from the District for unused state leave.

At the time of retirement in accordance with Teacher Retirement System requirements, an employee with ten or more years of service in the District shall be reimbursed up to 100 days of unused state leave. Payment will be made in the last paycheck from the District. Employees applying for this benefit shall not be eligible for payment described above at MORE THAN THREE YEARS’ SERVICE.

The payment rate shall be calculated based on the current substitute rate for each category of employee:

Teacher/administrator/professional

Clerical/technical

Manual trades

Leave then shall be deducted from the employee’s accumulated total when the payment is calculated by the District. For purposes of this reimbursement program, leave taken under the Family Medical Leave Act (FMLA) shall not be included in the calculation of the payment.

Payment shall be made following personnel department verification of approved and documented service records and employee application for payment.

An employee with ten or more years of service in the District who resigns from the District shall not be entitled to reimbursement for unused state leave.

Local leave upon retirement: An employee who leaves the district through retirement with at least a two-week notice and at least ten days accrued leave, may be reimbursed for previously accrued but unused local leave at the rate of $50 per day for professional employees and $25 per day for all other employees. Compensation shall be made in the final paycheck.

An employee who separates from the District by resigning with at least a two-week notice and at least ten days accrued leave, may be reimbursed for previously accrued but unused local leave at the rate of $20 per day for professional employees and $10 per day for all other employees. Compensation shall be in the final paycheck.
Temporary Disability

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

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

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, Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician’s statement confirming that the employee is able to resume regular duties.

Certified or Professional employees under contract returning from leave will be reinstated to the school/department to which they were previously assigned as soon as an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus/department subject to the approval of the campus principal/director. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Family and Medical Leave

Employees who have been employed by the district for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding date of the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year during a rolling 12-month period measured backward from the date an employee uses FML for the following reasons:
The birth, adoption, or foster placement of a child

To care for a spouse, parent, or child who has a qualifying serious health condition

An employee’s serious health condition

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

**Military Family Leave Entitlements**- Eligible employees with a spouse, son, daughter or parent on active military duty and deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

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

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

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

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

An employee is needed to care for a seriously ill spouse, child, or parent

An employee requires medical treatment for a serious illness

An employee is seriously ill and unable to work

When the need for family and medical leave is foreseeable, employees who want to use it shall provide 30-day advance notice of their need when possible. When the need for leave is not foreseeable, employees must contact Human Resources as soon as possible.

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

Employees requiring family and medical leave should contact the Human Resources Department for details on eligibility, requirements, and limitations.

Workers’ Compensation Benefits

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

Policy DEC (LEGAL)

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.

Policy DEC (LOCAL)

The District has chosen to offer an employee who suffers an on-the-job injury or job-related illness up to five workdays of paid leave with no deduction from salary or sick leave balance, provided the employee obtained a medical certification from a physician that the employee is unable to perform the essential job functions or any modified job functions available for the position. If an employee has not obtained medical certification as to the disability, income benefits shall be implemented in accordance with the Texas Workers’ Compensation Act, which states the income benefits begin to accrue on the eighth day of disability.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to the Assistant Director of Human Resources at 210-945-6212.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person’s age or mental capacity renders the person nonresponsible for purposes of criminal liability.

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

Bereavement Leave

Employees may use state leave and/or local sick leave for a death in the immediate family but shall not exceed five workdays per occurrence, subject to the approval of the district.
Jury Duty

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. 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.

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 personal leave 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 paid leave when engaged in authorized training or duty ordered by proper authority. Paid military leave will not exceed 15 days each federal fiscal year (October 1 - September 30).
In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Re-employment 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 the Human Resources Department. In most cases, the length of federal military service cannot exceed five years.

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

**Vacation**

**Policy DED**

Non-contract employees working in positions normally requiring 260 days of service at eight hours per day shall accrue .833 days of paid vacation for each month of service. Employees may request and be paid for only those vacation days actually earned; vacation days shall not be advanced. Paid vacation time may not be used within the first six (6) months of employment with the District.

Employees shall be allowed to carry forward to the next school year a maximum of ten vacation days. Any unused vacation days, up to a maximum of ten days, shall be paid to an employee upon resignation or retirement as long as the employee provides a two calendar-week notice. However, employees leaving prior to completing 12 months of service shall not be reimbursed for any unused vacation days.

**Paid Holidays**

**Policy DED**

Auxiliary employees are eligible for the following paid holidays:

<table>
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<tr>
<th>Holiday</th>
<th>Days</th>
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<tr>
<td>Labor Day</td>
<td>1 day</td>
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<tr>
<td>Thanksgiving</td>
<td>2 days</td>
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<tr>
<td>Christmas</td>
<td>3 days</td>
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<tr>
<td>New Year’s Day</td>
<td>1 day</td>
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<tr>
<td>Good Friday</td>
<td>1 day</td>
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<tr>
<td>Independence Day</td>
<td>1 day</td>
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If one of the designated holidays falls on a Saturday, employees shall observe that holiday on the preceding Friday. When such a holiday falls on a Sunday employees shall observe that holiday on the succeeding Monday.

Any employee required to be on duty for the District in any capacity on a paid holiday (Labor Day, Thanksgiving, Christmas, New Year’s Day, Good Friday or July 4th) shall be paid holiday pay, plus payment of one hour of regular salary for each hour worked. In the event that the employee exceeds 40 hours worked in the week by being on duty on a paid holiday, the employee shall be paid holiday pay and one and one-half hours of regular salary for each hour worked.

To be eligible for holiday pay, an employee must work, or be on supervisor-approved paid leave, on the scheduled day before and the scheduled day after a holiday.

E. 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, on social media, and through special events and activities. Recognition and appreciation activities also include service awards and employees of the year awards.

District Communications

Throughout the school year, the Superintendent’s office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. They include the following: news releases, bulletins, calendars, the Superintendent’s Blog and community information pertaining to school activities and achievements.

F. Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees
must follow when bringing formal complaints and grievances. Employees are encouraged
to discuss problems or complaints with their supervisors or an appropriate administrator
at any time.

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

**Personnel – Management Relations**

**Employee complaints/grievances**

**Policy DGBA (Local)**

Complaints  In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except
as required by the policies listed below. Some of these policies require
appeals to be submitted in accordance with DGBA after the relevant
complaint process:

1. Complaints alleging discrimination, including violations of Title IX
   (gender), Title VII (sex, race, color, religion, national origin), ADEA
   (age), or Section 504 (disability), shall be submitted in accordance
   with DIA.

2. Complaints alleging certain forms of harassment, including
   harassment by a supervisor and violation of Title VII, shall be
   submitted in accordance with DIA.

3. Complaints concerning retaliation relating to discrimination and
   harassment shall be submitted in accordance with DIA.

4. Complaints concerning instructional materials shall be submitted in
   accordance with EFA.

5. Complaints concerning a commissioned peace officer who is an
   employee of the District shall be submitted in accordance with CKE.

6. Complaints concerning the proposed nonrenewal of a term contract
   issued under Chapter 21 of the Education Code shall be submitted in
   accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

NOTICE TO EMPLOYEES

The District shall inform employees of this policy through appropriate District publications.

GUIDING PRINCIPLES

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

DIRECT COMMUNICATION WITH BOARD MEMBERS

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

FORMAL PROCESS

An employee may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

FREEDOM FROM RETALIATION

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

WHISTLEBLOWER COMPLAINTS

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level
Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

COMPLAINTS AGAINST SUPERVISORS

Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.

GENERAL PROVISIONS

FILING

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

SCHEDULING CONFERENCES

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

RESPONSE

At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s e-mail address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

DAYS

“Days” shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

REPRESENTATIVE

“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.
The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.

CONSOLIDATING COMPLAINTS

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

UNTIMELY FILINGS

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

COSTS INCURRED

Each party shall pay its own costs incurred in the course of the complaint.

COMPLAINT AND APPEAL FORMS

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

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.
A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

**AUDIO RECORDING**

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

**LEVEL ONE**

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and

2. With the lowest level administrator who has the authority to remedy the alleged problem.

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

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

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator. The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference. Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

**LEVEL TWO**

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.
The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

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

The Level One record shall include:

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

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

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

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

LEVEL THREE

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.
The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

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

The Level Two record shall include:

1. The Level One record.

2. The notice of appeal from Level One to Level Two.

3. The written response issued at Level Two and any attachments.

4. All other documents relied upon by the administration in reaching the Level Two decision.

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

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

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee’s representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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

F. 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 and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.

* Maintain confidentiality in all matters relating to students and coworkers.

* Report to work according to the assigned schedule.

* Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.

* Know and comply with department and district procedures and policies.

* 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 and business activities only.

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

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

**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 will apply to educators and candidates for certification. (19 TAC 247.19(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, knowing, 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 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 or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

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

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2. **Ethical Conduct toward Professional Colleagues**

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

**Standard 2.2** - The educator shall not harm others by knowingly making false statements about a colleague or the school system.
Standard 2.3 - The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

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

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

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

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

3. Ethical Conduct Toward Students

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

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

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

Standard 3.4 - The educator shall not exclude a student from participating 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:

a. The nature, purpose, timing and amount of the communication;

b. The subject matter of the communication;

c. Whether the communication was made openly or the educator attempted to conceal the communication;

d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

e. Whether the communication was sexually explicit; and

f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences or fantasies of either the educator or the student. 19 TAC 247.2

### SCUCISD Ethics Compliance Hotline

**Ensure Legal and Ethical Behavior**

High Ethical Standards and Accountability for actions is a top priority for Schertz-Cibolo-Universal City ISD. Board Policy DH formalizes the expectations of the school district employee's behavior and responsibility.

Schertz-Cibolo-Universal City ISD recognizes that unethical behavior prevents the district from operating effectively and efficiently. In line with this goal, the district has established
an anonymous reporting hotline to proactively address the need for ethical behavior and high performance. District employees are encouraged to report suspected wrongdoings such as:

- Theft and Embezzlement
- Theft, Misuse or Waste of District Property, Funds and/or Resources
- Alcohol and Substance Abuse
- Illegal and Fraudulent Acts
- Conflict of Interest Violations
- Falsifications of District Records

Information provided to the Ethics Hotline should be made in good faith and will remain confidential and anonymous. The district's standard processes should be followed for all complaints, grievances and issues not requiring anonymity, such as complaints and grievances involving wages, working conditions, discrimination and other personnel issues.

How to Submit a Report

Reports may be made 24 hours a day, 7 days a week and 365 days a year. You may make a report using any of the following methods:

Hotline Number:

<table>
<thead>
<tr>
<th></th>
<th>English Speaking</th>
<th>Spanish Speaking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotline Number</td>
<td>888-320-0043</td>
<td>800-216-1288</td>
</tr>
</tbody>
</table>

Dress and Grooming

Policy DH (LOCAL)

The Schertz-Cibolo-Universal City ISD considers all personnel to be professional in their respective areas and, as such, depends on them to adhere to appropriate professional dress guidelines as it applies to their assignment. All employees should wear to work and work-related functions, clothing that is neat, clean and appropriate, and that meets the standards of the district's educational environment.

SCUCISD Board of Trustees policy DH (Local): An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.
It is understood that different clothing may be appropriate under certain circumstances and for different work assignments. Differences may be necessary because of grade level of students taught, type of activity being taught, special days, office area assignments and other circumstances.

Principals and Directors are responsible for setting guidelines for individual assignments and making sure the spirit, as well as the literal interpretation, of these guidelines is met. An environment of mutual cooperation is the district’s goal.

It is the intent of these guidelines to be general with few specific examples of appropriate or inappropriate clothing. Therefore, the following items are meant to be examples, not as an exhaustive list.

A doctor’s note will be required for employees with a medical condition that will require clothing/headwear/shoes that deviate from the dress code.

### Acceptable

<table>
<thead>
<tr>
<th>Collared shirts, golf or polo-type shirts, sleeveless blouses</th>
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<tbody>
<tr>
<td>Pants/Slacks, including mid-calf length</td>
</tr>
<tr>
<td>Skirts, dresses must be appropriate lengths (3 inches above the knee)</td>
</tr>
<tr>
<td>Leggings, if worn with an appropriate length dress/skirt</td>
</tr>
<tr>
<td>Athletic/Tennis shoes, Keds - worn on “special days”, approved by Principal/Director</td>
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<tr>
<td>Clothing appropriate to specialized departments, as approved by Principal/Director</td>
</tr>
</tbody>
</table>

### Unacceptable

<table>
<thead>
<tr>
<th>Any color denim clothing including jeans, skirts/dresses/jumpers, except on Fridays (or last day of week) or days specifically designated by campus Principal or department Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotton type T-shirts (printed or plain), unless campus or department designed/approved with logo – Approved by Principal/Director</td>
</tr>
<tr>
<td>Shorts, any time, any day (exceptions for Athletics/PE/Band in gyms or outside areas)</td>
</tr>
<tr>
<td>Skorts, culottes</td>
</tr>
<tr>
<td>Jogging suits, sweatpants, sweatshirts (exceptions for Athletics/PE)</td>
</tr>
<tr>
<td>Headwear (caps, hats, bandanas) except outdoors</td>
</tr>
<tr>
<td>Sunglasses indoors</td>
</tr>
<tr>
<td>Tank tops, halter tops, spaghetti, or tops that expose midriffs</td>
</tr>
<tr>
<td>Inappropriate necklines (low-cut or exposed cleavage)</td>
</tr>
<tr>
<td>Revealing undergarments</td>
</tr>
</tbody>
</table>
Bib overalls
Frayed, torn, clothing
Flip-flops (rubber beach-type)
Athletic/Tennis shoes, Keds (see “Acceptable”)
Body piercings, except for ears
Inappropriate tattoos (Prefer all tattoos to be covered)
Unnatural hair color/styles

MANUAL TRADES/AUXILIARY EMPLOYEE DRESS CODE: Manual trades (auxiliary, food service, warehouse employees, custodians) will wear uniforms and footwear as designated by the appropriate director (jeans are appropriate on Fridays only). Grounds, warehouse, and mail services clerk may wear shorts (tailored to the top of the knee when regular school is not in session). Bus drivers/monitors are permitted to wear clothing authorized on the “casual days/special events days” listing for professional and paraprofessional employees. In addition, manual trades bus drivers may wear shorts during warm weather while performing driver duty only.

Discrimination, Harassment and Retaliation

Policies DIA, DH

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

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

The district’s policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:
EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT AND RETALIATION
Policy DIA (LOCAL)

DEFINITIONS
Solely for purposes of this policy, the term “employees” includes former employees, applicants for employment, and unpaid interns.

STATEMENT OF NONDISCRIMINATION
The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION
Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT
Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:
Has the purpose or effect of unreasonably interfering with the employee’s work performance;
Creates an intimidating, threatening, hostile, or offensive work environment; or
Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

EXAMPLES
Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT
Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:
Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES
Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.
RETAIATION
The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES
Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED CONDUCT
In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES
An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. Alternatively, the employee may report the alleged acts to one of the District officials below.

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

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

ADA / SECTION 504 COORDINATOR
Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

SUPERINTENDENT
The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE REPORTING PROCEDURES
An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.
IMELY REPORTING
Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District’s ability to investigate and address the prohibited conduct.

NOTICE OF REPORT
Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF THE REPORT
The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.
Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.
If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.
The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.
The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE INVESTIGATION
Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.
The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION
If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.
The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

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 and comply with applicable law.

APPEAL
A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.
The complainant may have a right to file a complaint with appropriate state or federal agencies.
RECORDS RETENTION
Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY
This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Alcohol and Drug-abuse Prevention
Policies DH

SCUC ISD is committed to maintaining an alcohol and drug free environment and will not tolerate the use of alcohol or illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district’s policy on drug abuse and drug-free schools follows:

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

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

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Exception:
It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.
Violations
DH(LOCAL)
Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violations of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

Dietary Supplements
Policy DH
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.

Harassment of Students
Policy DF, DH, FFG, FFH

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

Reporting Suspected Child Abuse
Policy DG, DH, FFG & GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the 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. 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 make the required report 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. As an employee, it is important for you to be aware of warning signs that could
indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect 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.

**Associations and Political Activities**
Policy DGA

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

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

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

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 63 for additional information.

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

*Observe all safety rules

*Keep work areas clean and orderly at all times

*Immediately report all accidents to their supervisor

*Operate only equipment or machines for which they have training and authorization

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 judgment 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 their supervisor.

Tobacco Products and E-Cigarette Use
Policies DH, GKA, FNCD

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

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, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving 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 under SBEC rules
If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

**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.

**Visitors in the Workplace**  
_Policy GKC_

All visitors to the schools, including parents, and Board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal’s office. Visits to individual classrooms during the instructional time shall be permitted only with the principal’s approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

**Copyrighted Materials**  
_Policy CY_

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. No rented film that includes a notice that the film is intended for “home use only” shall be shown to a class for entertainment. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.
Technology Resources
Policy CQ

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

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

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

Employees are required to abide by the provisions of the district’s acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact 210-945-6030.

Personal Use of Electronic Communications
Policies CQ, DH

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

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

Schertz-Cibolo-Universal City ISD Employee Handbook
public who can access the employee’s page, and for web links on the employee’s page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee’s personal social network page(s) using the district’s computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee’s immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

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 communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone number or e-mail address.

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

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

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

- **Electronic 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 email, 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 shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message; or
  - The employee shall include his or her immediate supervisor or an employee designated by the supervisor on each text message to the student so that the student and supervisor or employee designated by the 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 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 [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 e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for 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 communication.

Asbestos Management Plan
Policy CKA

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

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

**Conflict of Interest**  
Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

**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.

**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.
H. General Procedures

Bad Weather Closing

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

<table>
<thead>
<tr>
<th>Station</th>
<th>Network</th>
<th>Station</th>
<th>Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOAI</td>
<td>KMOL TV - NBC</td>
<td>KWEX TV</td>
<td>UNIVISION</td>
</tr>
<tr>
<td>KTSA</td>
<td>KSAT TV - ABC</td>
<td>KVDA TV</td>
<td>TELEMUNDO</td>
</tr>
<tr>
<td>KONO</td>
<td>KENS TV - CBS</td>
<td>KKTYX/KCYY</td>
<td></td>
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<tr>
<td>KABB TV</td>
<td>- FOX</td>
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Emergencies
Policy CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate the 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 Purchasing Department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases,
charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district’s business office. Contact the Purchasing Department for additional information on purchasing procedures.

Absence Reporting

This is an extremely important area for which you are held personally responsible. All employees must report absences using the Substitute Absence Management System (SAMS). Failure to report absences is a disciplinary infraction. It is inappropriate to pass your Personal Identification Number (PIN) to another person to report an absence on your behalf. If you do, you lose control over an individual responsibility for which you may be held personally accountable for errors. All employees must register with the SAMS system. Each employee is responsible for reporting their leave or absence to their supervisor, as well as reporting it to SAMS. A written request for discretionary personal leave shall be submitted to the principal, director or designee two working days in advance of the anticipated absence. Absences can be reported to the SAMS system by telephone or through the website (http://sams.scuc.txed.net). Logon information requires two identifiers, which was issued to you when you registered with the SAMS system. Employees have the capability to record absences and review past, present and future absences.

Employees who schedule a half-day leave are not compensated for lunch. Half-day schedules are determined by the campus hours or auxiliary schedule. Half-day absences for exempt employees are determined on the following timetable (variations are not authorized):

<table>
<thead>
<tr>
<th>Bell</th>
<th>7:30</th>
<th>7:15 a.m. – 11:00 a.m.</th>
<th>8:00 Bell</th>
<th>7:45 a.m. – 11:30 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11:30 p.m. – 3:15 p.m.</td>
<td></td>
<td>12:00 p.m. – 3:45 p.m.</td>
<td></td>
</tr>
<tr>
<td>Bell</td>
<td>8:30</td>
<td>8:15 a.m. – 12:00 p.m.</td>
<td>8:40 Bell</td>
<td>8:15 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>12:30 p.m. – 4:15 p.m.</td>
<td></td>
<td>12:30 p.m. – 4:15 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions or experience difficulty with the system, contact the Help Desk for assistance. There is a SAMS administrator on each campus to assist you.

<table>
<thead>
<tr>
<th>SAMS Help Desk Number</th>
<th>210-945-6245</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://scuc.eschoolsolutions.com">https://scuc.eschoolsolutions.com</a></td>
<td>(7:30 a.m. – 4:30 p.m.)</td>
</tr>
</tbody>
</table>
SAMS Personal Identification Number

Record your PIN/password and safeguard the number because you will need it each time you call the SAMS. If you forget your PIN/password, you can access the system using your User ID and the system will inform you of your PIN/password number.

Absence Reporting on In-service Staff Development Workdays

When a campus has an early student dismissal, the employee must enter their absence in SAMS twice – once for a half day so a substitute can be called and once for the half day with “no sub required.”

Example: All day absence 8:00 a.m. to 11:45 a.m. for one segment and 12:15 p.m. to 4:00 p.m. for the other segment not requiring a substitute. By entering the absence in this manner the employee is charged for a whole day of leave, but we are only procuring a substitute for the half-day when students are present.

Name and Address Changes

It is important that employment records be kept up to date. Employees must make changes or corrections to their name, home address, home telephone number, and emergency contact information through the Employee Access - Self Service menu option on the District's website. If you are making a change to your name, you must bring a copy of your corrected Social Security Card to the Human Resources Department before the name change can be finalized.

Personnel Records
Policy DBA, GBA

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

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members
The choice to not allow public access to this information or change an existing choice may be done 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 will be released to the public until a request to withhold the information is submitted or another exception for release of information under by 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**  
Policy DGA,GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Maintenance Department is responsible for scheduling the use of facilities after school hours with the assistance of building principals. Contact the Maintenance Department to request to use school facilities and to obtain information on the fees charged.

### I. Termination of Employment

**Resignations**  
Policy DFE

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. If notice is not received prior to the 45 day period, you may be subject to ineligibility for re-hire. A written notice of resignation should be submitted to the Superintendent. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator’s resignation 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 of the 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 Human Resources Department at least two weeks (10 school/business days) prior to the effective date. If two week notice is not given, you may be subject to ineligibility for re-hire. Employees
are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

**Dismissal or Non-Renewal of Contract Employees**  
**Policies DF Series**

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

**Dismissal of Non-Contract Employees**  
**Policy DCD**

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, age, national origin, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and grievances, page 31)

**Exit Interviews and Procedures**

An exit survey/questionnaire shall be conducted and an exit report prepared, if possible, for every employee who leaves employment with the District.

Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.
Reports to the Texas Education Agency
Policy DF, DHB

The resignation or termination of a certified employee must be reported to the Division of Investigation at TEA if there is evidence that the employee was involved in any of the following:

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

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

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. 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 7th day after the date of termination
* Employees' last known address
* Name & address of the employee's new employer, if known
J. Student Issues

Equal Educational Opportunities
Policy FB, FFH

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

Questions or concerns about discrimination of students on the basis of race, color, religion, sex, or national origin should be directed to the Director of Secondary Education, 1060 Elbel Road, Schertz, Texas 78154, 945-6200. Questions or concerns about discrimination on the basis of a disability should be directed to the Director of Counseling, 202 W. Schlather, Cibolo, Texas 78108, 945-6444.

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

Dietary Supplements  
Policies DH, FFAC

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

Psychotropic Drugs  
Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.
District employees are prohibited by state law from doing the following:
• Recommending that a student use a psychotropic drug
• Suggesting a particular diagnosis
• Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

**Student Conduct and Discipline**

**Policies in the FN series and FO series**

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

**Student Attendance**

**Policy FEB**

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

**Bullying**

**Policy FFI**

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to campus administration.

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, counselor, principal, or other District employee.

The district’s policy includes definitions and procedures for reporting and investigating bullying of students and can be found on the district website under Board Policy On Line, Policy FFI (Legal) and Policy FFI (Local).
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.