

Department of
Human Resources

2015-2016 EMPLOYEE HANDBOOK

Northside Independent School District

397-7233
24 Hours • Anonymous
text: safe@nisd.net

NORTHSIDE
SAFE
LINE

One of Northside School District's main priorities is to provide learning environments that are safe and orderly. This is a challenge that the Northside schools cannot do by themselves. The district relies on assistance from parents, students, staff, and community members who are encouraged to report safety concerns through our Safeline at **397-SAFE (7233)** or via text message at safe@nisd.net. Safeline is an automated system that is monitored and managed by the NISD Police Dept. Reports through Safeline are anonymous. The system is operated seven days a week, 24-hours a day and addresses reports of crime, violations of district policy, and safety concerns. Parents are encouraged to discuss with their children why it is important to share information that will help keep schools safe. It takes all of us to keep our schools safe!

Become a Friend of Northside



FON

Friends of
Northside
 Independent School District

www.nisd.net



"like" us on
facebook

www.facebook.com/NorthsideISD

Register for classes **online** now!
www.nisd.net/ace



ACE
 ADULT & COMMUNITY
 EDUCATION

Phone: 210-397-8100
 Fax: 210-706-8963
 Web: www.nisd.net/ace



Support
Northside!
 Join Northside
 Education Foundation

foundation.nisd.net



Catch Northside
 on our YouTube
 channel.

Broadcast Yourself™

www.youtube.com/NorthsideISD



catch our tweets on
twitter

www.twitter.com/NISD

www.nisd.net

ATTENTION ALL VISITORS

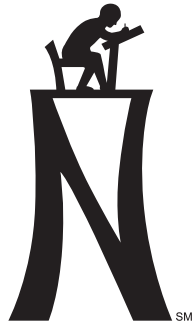
All Parents and Visitors are required to show a picture I.D., register in the Administrative Office with the receptionist and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass.

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

EMPLOYEE HANDBOOK

Professional - Auxiliary - Classified

2015-2016



DEPARTMENT OF HUMAN RESOURCES

5617 GRISSOM ROAD • SAN ANTONIO, TX
78238-2220 • (210) 397-8600

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SECTION ONE

All NISD Employees

Introduction

NOTE:

This Employee Handbook contains employee information for all NISD employees, except substitute employees and temporary/seasonal employees, who have their own Handbooks. Following Section One in this Handbook for ALL NISD Employees, there are additional sections for each of the following employee groups: Teachers, Professional Staff, Classified Staff, and Auxiliary Staff. Questions about the contents of this Handbook can be directed to the Human Resources Department.

The purpose of this handbook is to provide information for employees that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized.

This handbook is neither a contract nor a substitute for the official District policies. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes and Administrative Regulations that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies can be accessed on line at <http://pol.tasb.org/Home/Index/184/> and Administrative Regulations can be accessed on line at <http://neptune.northside.isd.tenet.edu:4044/AdminReg.nsf>.

The Northside Independent School District is an Equal Opportunity Employer valuing cultural diversity among its students, staff, and community.

District Information

Modern day Northside ISD can be described as an urban, suburban, and rural school district whose boundaries extend from densely populated communities inside Loop 410 all the way out to the Texas Hill Country. Northside ISD encompasses 355 square miles in what has become north west and far west Bexar County spilling into two (2) adjacent counties, Bandera and Medina.

In 1949, 11 rural schools joined together to form Northside Consolidated School District. Those schools were Leon Springs, Los Reyes, Helotes, Locke Hill, Leon Valley, San Antonio Heights, Lockhart, Mackey, Clifton, Hoffman, and Culebra. The main purpose for the consolidation was the need for a high school for the children of the dairy and vegetable farmers and cattle ranchers.

Enrollment in that first year was just 823 students. For the 2015-2016 school year, enrollment is projected to be 104,786 and NISD continues to be the fourth largest public school system in Texas, and the 27th largest school district in the nation.

Forty-seven new schools have been built in the last 15 years to meet the need for an enrollment that is growing by about 2,000 students a year. Fortunately, Northside voters have approved more than \$3.1 billion in bond issues since 1995 to build new schools and renovate and expand existing schools. Most recently, in 2014, voters overwhelmingly approved \$648.3 million for new and existing schools and other major projects and improvements throughout the District.

Located within the boundaries of the District are giant economic generators such as the South Texas Medical Center (home to dozens of hospitals and other medical facilities); USAA, an insurance and financial services company; Southwest Research Institute; SeaWorld; Six Flags Fiesta Texas; The University of Texas at San Antonio, Northwest Vista College; Texas Research Park (home to QVC Network, Inc., CitiCorp and The American Funds, among others); Humana Corp., The Rim shopping center, The Shops at La Cantera, Lowe's Data Center, Microsoft Corp., and others. Lackland Air Force Base and the U.S. Army's Camp Bullis are adjacent to NISD.

NISD is frequently called San Antonio's "destination district" because so many people choose Northside schools for their children. Almost 50 percent of all new homes built in Bexar County are in Northside ISD.

NISD is also one of the largest employers in Bexar County with a regular workforce of 13,728 employees and 3,911 temporary and substitute employees—all dedicated to one purpose: supporting Northside students and student achievement.

NISD Basic Facts

- Northside ISD is a Texas Education Agency "Recognized" School District in Texas and was the first school district in the state to be honored by the H-E-B Excellence in Education Awards.
- About 590,000 people and 9,200 businesses call Northside home. Currently, the 355 square miles that comprise Northside ISD are only 64 percent developed. When the District is built out, student enrollment is expected to be about 140,000.
- The District opens one to three schools each year to accommodate an enrollment that is growing by about 2,000 students per year. Altogether, NISD has 146 campus and support facilities that comprise more than 17.4 million square feet of space.
- NISD offers five high school magnet programs: Business Careers, Communications Arts, Construction Careers, Health Careers, and Science and Engineering.
- For 12 consecutive years, Northside has achieved the highest rating of "Superior Achievement" from the state's financial accountability rating system, called Schools FIRST. In addition, for 23 years in a row, NISD has been recognized by the Government Finance Officers Association for exemplary reporting.
- Northside ISD has an extensive energy management program that saves the District more than \$1.25 million a year in utility bills. In addition, Northside ISD was the first school district in the country to purchase a new line of buses fueled exclusively by propane, an alternative fuel that is cheaper and cleaner than gasoline.
- Since 1995, the Northside Education Foundation has administered \$8 million in scholarships and teacher and program grants.
- More than 18,000 community members volunteer in Northside schools annually.

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

Katie N. Reed.....	President
M'Lissa M. Chumbley.....	Vice President
Carol Harle, Ph. D.	Secretary
Joseph H. Medina	Trustee
Gerald B. Lopez	Trustee
Robert Blount, Jr.	Trustee
Karen Freeman	Trustee

Northside Trustees meet monthly in regular meetings on the fourth Tuesday of the month. They may also meet on the second Tuesday of the month in workshops or retreats or to handle routine business.

ADMINISTRATIVE STAFF

SUPERINTENDENT

Brian T. Woods, Ed.D.

DEPUTY SUPERINTENDENT FOR ADMINISTRATION

Ray Galindo

DEPUTY SUPERINTENDENT FOR BUSINESS AND FINANCE

David Rastellini

DEPUTY SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

Linda Mora, Ph.D.

ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES

Patty Denham Hill

HUMAN RESOURCES STAFF: 210-397-8600



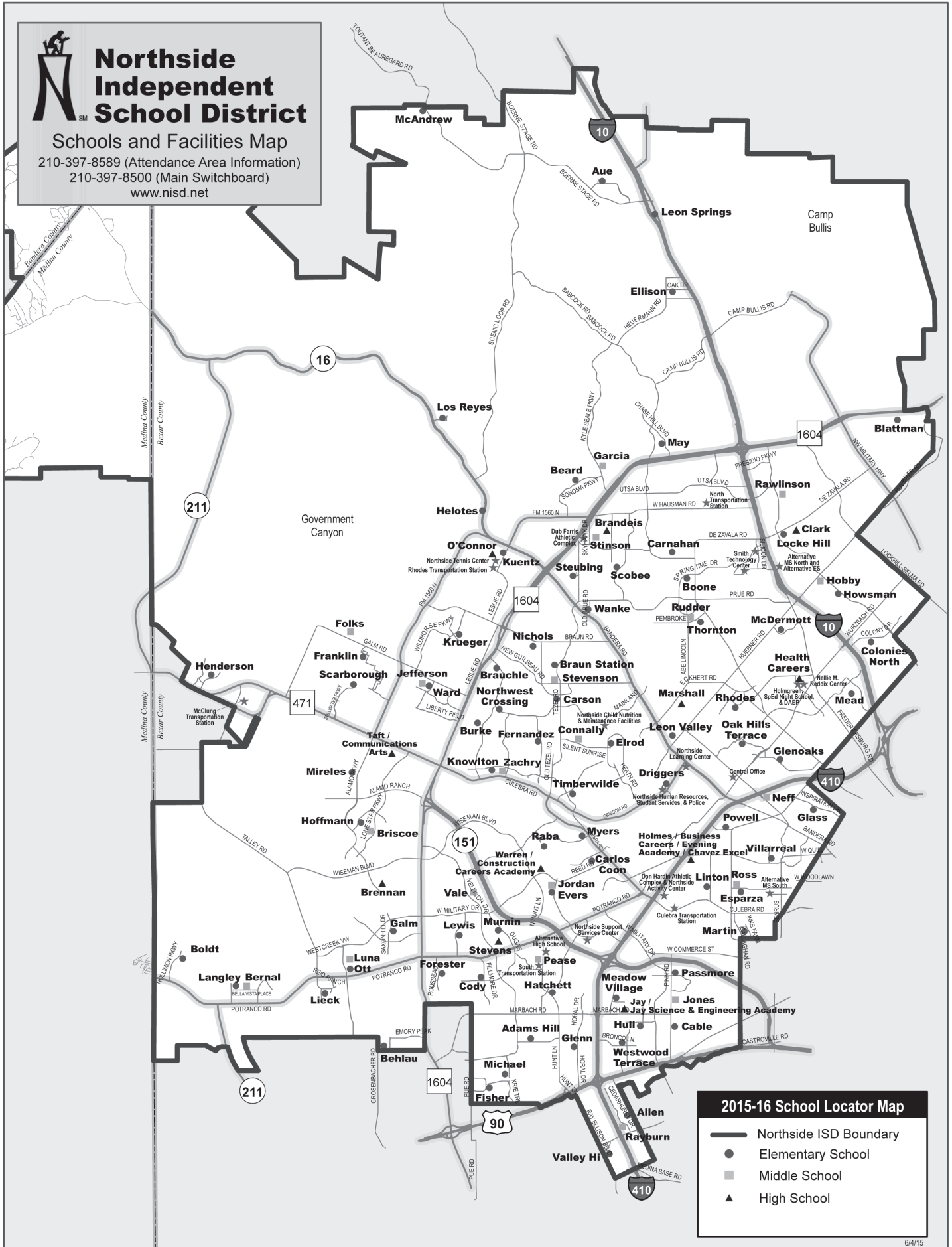
Northside Independent School District

Schools and Facilities Map

210-397-8589 (Attendance Area Information)

210-397-8500 (Main Switchboard)

www.nisd.net



2015-16 School Locator Map

- Northside ISD Boundary
- Elementary School
- Middle School
- ▲ High School

6/4/15

Northside Independent School District 2015-2016 Calendar



5900 Evers Road

San Antonio, Texas 78238

Internet: www.nisd.net Email: info@nisd.net

FIRST DAY OF SCHOOL: August 24, 2015 LAST DAY OF SCHOOL: June 2, 2016

FIRST SEMESTER: 88 days SECOND SEMESTER: 89 days

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Grading Periods. Schools use 6 or 9-week grading periods. Report Cards will be sent on the last day of the next week following the end of the period.

Legend

Student Holiday/Staff Development	○
Student Holiday/Staff Work Day	○
Teacher & Student Holiday	■
Student Holiday/Half Staff Dev/Half Work Day	●
Begin Semester	[
End Semester]
End Six Weeks	—
End Nine Weeks)
Bad Weather Makeup Day	*
Feb. 15, 2016 (1st choice); June 3 (2nd choice)	•
Elem. & Middle School Early Release Day... (Sept. 18, Oct. 23, Jan. 29, Feb. 26, May 6 at 11:45 a.m. for ES; 12:30 p.m. for MS)	•

Student Holidays

July 3	Fourth of July holiday
Sept. 7	Labor Day
Oct. 12	Columbus Day/Student Holiday
Nov. 23-24	Student Holiday/Staff Dev.
Nov. 25-27	Thanksgiving Break
Dec. 21-	
Jan. 1	Winter Break
Jan. 18	Martin Luther King, Jr. Day
Feb. 15	Student Holiday/Staff Dev./Bad Weather Makeup Day
March 14-18	Spring Break
March 25	Easter Break
April 22	Battle of Flowers
May 30	Memorial Day
June 3	Work Day/Bad Weather Makeup Day

Helpful Phone Numbers

Benefits and Risk Management Office

Insurance Benefits, Leaves of Absence, Wellness Programs and Retirements	397-8620
Safety, Workers' Compensation, Student Insurance, Transitional Duty Program.....	397-8720
Employee Assistance Program.....	1-888-293-6948
Employee Self Serve (ESS)	397-7700
Human Resources Department	397-8600
Media & Communications.....	397-8550
Payroll Department	397-8675
SmartFind Express	522-8987
Staff Development	397-7900
Substitute Office.....	397-8600
Texas Education Agency (TEA)	(512) 936-8400
Teacher Retirement System of Texas.....	1-800-223-8778
NORTHSIDE POLICE	397-5600

Campus Directory

NORTHSIDE INDEPENDENT SCHOOL DISTRICT SWITCHBOARD • 397-8500 • www.nisd.net

HIGH SCHOOLS

Brandeis	397-8200
13011 Kyle Seale Pkwy.	78249
Brennan	398-1250
2400 Cottonwood Way	78253
Business Careers	397-7070
6500 Ingram Road	78238
Clark	397-5150
5150 De Zavala Road	78249
Communications Arts	397-6043
11600 FM 471 W.	78253
Health Careers	397-5400
4646 Hamilton Wolfe	78229
Holmes	397-7000
6500 Ingram Road	78238
Jay	397-2700
7611 Marbach Road	78227
• Jay Science & Engineering Academy	397-2773
7611 Marbach	78227
Marshall	397-7100
8000 Lobo Lane	78240
O'Connor	397-4800
12221 Leslie Road, Helotes	78023
Stevens	397-6450
600 Ellison N.	78251
Taft	397-6000
11600 FM 471W	78253
Warren	397-4200
9411 Military Drive West	78251
• Construction Careers Academy	397-4294
9411 W Military Drive	78251

MIDDLE SCHOOLS

Bernal	398-1900
14045 Bella Vista Place	78253
Briscoe	398-1100
4265 Lone Star Parkway	78253
Connally	397-1000
8661 Silent Sunrise	78250
Folks	398-1600
9855 Swayback Ranch	78254
Hector Garcia	397-8400
14900 Kyle Seale Parkway	78255
Hobby	397-6300
11843 Vance Jackson	78230
Jefferson	397-3700
10900 Shaenfield Road	78254
Jones	397-2100
1256 Pinn Road	78227
Jordan	397-6150
1725 Richland Hills	78251
Luna	397-5300
200 Grosenbacher N.	78253
Neff	397-4100
5227 Evers Road	78238
Pease	397-2950
201 Hunt Lane	78245
Rawlinson	397-4900
14100 Vance Jackson	78249
Rayburn	397-2150
1400 Cedarhurst	78227

Ross	397-6350
3630 Callaghan Road	78228
Rudder	397-5000
6558 Horn Blvd.	78240
Stevenson	397-7300
8403 Tezel Road	78254
Stinson	397-3600
13200 Skyhawk	78249
Vale	397-5700
2120 N. Ellison	78251
Zachry	397-7400
9410 Timber Path	78250

ELEMENTARY SCHOOLS

Adams Hill	397-1400
9627 Adams Hill Drive	78245
Allen	397-0800
24750 Baywater Stage	78255
Aue	397-6750
24750 Baywater Stage	78255
Beard	397-6600
8725 Sonoma Parkway, Helotes	78023
Behlau	398-1000
2355 Camp Light Way	78245
Blattman	397-4600
3300 N. Loop 1604 W.	78231
Boldt	398-2000
310 Hollimon Parkway	78253
Boone	397-1450
6614 Spring Time	78249
Brauchle	397-1500
8555 Bowens Crossing	78250
Braun Station	397-1550
8631 Tezel Road	78254
Burke	397-1300
10111 Terra Oak	78250
Cable	397-2850
1706 Pinn Road	78227
Carlos Coon	397-7250
3110 Timber View	78251
Carnahan	397-5850
6839 Babcock	78249
Carson	397-1100
8151 Old Tezel	78250
Cody	397-1650
10403 Dugas Drive	78245
Colonies North	397-1700
9915 Northampton	78230
Driggers	397-5900
6901 Shadow Mist	78238
Ellison	398-1850
7132 Oak Drive	78256
Elrod	397-1800
8885 Heath Circle	78250
Esparza	397-1850
5700 Hemphill	78228
Evers	397-2550
1715 Richland Hills	78251
Fernandez	397-1900
6845 Ridgebrook	78250
Fisher	397-4450
3430 Barrel Pass	78245

Forester	397-0200
10726 Rousseau	78245
Franklin	398-1700
9180 Silver Spot	78254
Galm	397-1150
1454 Saxonhill	78253
Glass	397-1950
519 Clearview	78228
Glenn	397-2250
2385 Horal	78227
Glenoaks	397-2300
5103 Newcome Drive	78229
Hatchett	397-6850
10700 Ingram Road	78245
Helotes	397-3800
13878 Riggs Road, Helotes	78023
Henderson	398-1050
14605 Kallison Bend	78254
Hoffmann	397-8350
12118 Volunteer Parkway	78253
Howsman	397-2350
11431 Vance Jackson	78230
Hull	397-0950
7320 Remuda	78227
Knowlton	397-2600
9500 Timber Path	78250
Krueger	397-3850
9900 Wildhorse Pkwy	78254
Kuentz	397-8050
12303 Leslie Rd, Helotes	78023
Langley	397-0150
14185 Bella Vista Place	78253
Leon Springs	397-4400
23881 IH-10 W	78257
Leon Valley	397-4650
7111 Huebner	78240
Lewis	397-2650
1000 Seascape Drive	78251
Lieck	398-1450
12600 Reid Ranch	78245
Linton	397-0750
2103 Oakhill	78238
Locke Hill	397-1600
5050 De Zavala	78249
Los Reyes	398-1215
10785 Triana Pkwy, Helotes	78023
Martin	398-1400
730 Canterbury Dr.	78228
May	397-2000
15707 Chase Hill	78256
McAndrew	398-1750
26615 Toutant Beauregard	78006
McDermott	397-5100
5111 USAA Blvd.	78240
Mead	397-1750
3803 Midhorizon Drive	78229
Meadow Village	397-0650
1406 Meadow Way	78227
Michael	397-3900
3155 Quiet Plain	78245
Mireles	398-1500
12260 Rockwall Mill	78253
Murnin	397-4550
9019 Dugas	78251

Myers	397-6650
3031 Village Parkway	78251
Nichols	397-4050
9560 Braun	78254
Northwest Crossing	397-0600
10255 Dover Ridge	78250
Oak Hills Terrace	397-0550
5710 Cary Grant	78240
Ott	397-5550
100 Grosenbacher N.	78253
Passmore	397-0500
570 Pinn Road	78227
Powell	397-0450
6003 Thunder	78238
Raba	397-1350
9740 Raba Drive	78251
Rhodes	397-4000
5714 North Knoll	78240
Scarborough	397-8000
12280 Silver Pointe (at Stillwater Pkwy)	78254
Scobee	397-0700
11223 Cedar Park	78249
Steubing	397-4350
11655 Braefield	78249
Thornton	397-3950
6450 Pembroke	78240
Timberwilde	397-0400
8838 Timberwilde	78250
Valley Hi	397-0350
8503 Ray Ellison	78227
Villarreal	397-5800
2902 White Tail	78228
Wanke	397-6700
10419 Old Prue Road	78249
Ward	397-6800
8400 Cavern Hill	78254
Westwood Terrace	397-0300
2315 Hackamore Lane	78227

SPECIAL SCHOOLS

Chavez Excel Academy	397-8120
6500 Ingram Road	78238
Northside Alternative High School	397-7080
144 Hunt Lane	78245
Northside Alternative Middle School North	397-2070
11937 I.H. 10 West	78230
South	397-6900
5223 Blessing Street	78228
Reddix Center	397-2401
4711 Sid Katz	78229
The Holmgreen Center	397-5460
8580 Ewing Halsell	78229

NORTHSIDE INDEPENDENT SCHOOL DISTRICT POLICE DEPARTMENT – 397-5600

Employment

Equal Employment Opportunity

Policies DAA, DIA

Northside ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact the Employee Relations Office in the Human Resources Department. Employees with questions or concerns about discrimination on the basis of a disability should contact the Assistant Superintendent for Human Resources. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis on the District's Human Resources/Jobs Website at: <http://www.nisd.net/human-resources/jobs/>

Contract and Non-contract Employment

Admin. Regulation HR-16, Policy DC series

State law requires that school districts employ full-time professional employees in a position requiring State Board of Educator Certification (SBEC) and nurses under on either a probationary, term, or continuing contract. Northside employs these groups of employees on term contracts.

Employees in all other positions may be employed at will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

1a. Probationary Contracts:

Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment if they have not been previously employed by the District. 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 (1) full school year. For those with less experience, the probationary period will be three (3) full school years with an optional fourth full school year if the District has doubts about whether a term contract should be given.

1b. Probationary (Termination at the end of the contract period):

Probationary contracts may be terminated at the end of the contract period based on the Board's judgment that such action will serve the best interests of the District. The Board's decision is final and cannot be appealed. (This notice must be given at least 10 days before the last day of instruction. T.E.C. 21.103)

1c. Probationary (Termination):

Persons employed under a probationary contract may be discharged at any time for "good cause" as determined by the Board of Trustees. "Good cause" is defined as "the failure to meet the accepted standards of conduct for the profession as generally recognized and applied in similarly situated school districts in this state".

In lieu of termination, the District may suspend an employee without pay for good cause for a period not to extend beyond the end of the current school year. (T.E.C. 21.104)

When an employee's contract is proposed for termination prior to the end of the school year, the employee is entitled to a hearing before an independent hearing examiner (T.E.C. 21.251).

2a. Term and Continuing Contracts:

Central office administrators, campus principals and other specified administrative staff are employed under term contracts. An administrator newly appointed to the position from within the District will be placed on a one year term contract; administrators hired from outside the District will be placed on a one-year probationary contract. The administrator will then be eligible for a one year term contract upon successful completion of the probationary contract. (See *Board Policies, Section D – Personnel*)

2b. Continuing Contracts (termination or suspension)

Persons employed under a continuing contract may be terminated at the end of the school year due to a necessary reduction in personnel. These reductions must be in accordance with Board Policy DFF (Legal).

Termination can also be based on the Board's determination of "good cause" ("failure to meet the accepted standards of conduct for the profession as generally recognized and applied in similarly situated school districts in Texas.")

In lieu of discharge, the District may, for good cause, suspend the employee without pay. The suspension may not extend beyond the end of the school year.

Before a teacher employed under a continuing contract can be terminated for any of the reasons listed above, the Board of Trustees must notify in writing the person of the proposed action and the grounds for the action. If the employee desires to protest the proposed action, the teacher must notify the Superintendent or his designee in writing not later than the **10th** day after the date the teacher receives the notification.

If the teacher notifies the District of the intent to protest the proposed action, the teacher is entitled to an independent hearing, as described in 3 of this section. If the teacher does not request a hearing within the specified time, the Board of Trustees shall take the appropriate action and notify the teacher in writing of the action not later than the 30th day after the date the Board sent the notice of the proposed action. (T.E.C. 21.154, 21.156, 21.157-21.159, 21.106)

2c. Term Contracts (Nonrenewal)

Not later than the 10th day before the last day of instruction in a school year, the Board of Trustees shall notify in writing each certified person whose term contract is about to expire and inform them if it proposes not to renew the contract. If nonrenewal is based on the employee's performance, the most recent evaluations shall be used in order to make this determination. Additionally, the reasons for nonrenewal are listed in Board Policy (DFBB).

Failure to give notice of proposed nonrenewal within the time specified constitutes an election to employ the person in the same professional capacity for the following year. Under term contract law, an independent hearing examiner is not **REQUIRED** if the employee wishes to contest the nonrenewal. If an employee desires a hearing after receiving notice of proposed nonrenewal, the employee shall notify the Board or its designee in writing **not later than the 15th day** after the date the employee receives notice of the proposed action. The Board will then have 15 days to hold a hearing unless both parties agree in writing to a different date. The hearing must be closed unless the employee requests an open hearing. At the hearing, the employee may have a representative of choice, hear evidence supporting the reason for nonrenewal, cross-examine adverse witnesses, and present evidence.

Within 15 days following the conclusion of the hearing, the Board shall notify the teacher of its decision. An appeal of the Board's decision to the Commissioner of Education may be made, but the Commissioner's judgement will not be substituted for that of the Board unless the Commissioner determines that the Board's decision was arbitrary, capricious, unlawful, or not supported by substantial evidence. (T.E.C. 21.203, 21.206, 21.207, 21.209, 21.303, 21.106)

2d. Term Contracts (termination or suspension)

The Board of Trustees may terminate a term contract and discharge an employee at any time for:

- (1) "good cause" as determined by the Board; or
- (2) a financial exigency that requires a reduction in personnel.

For "good cause," as determined by the Board, the Board of Trustees may suspend a teacher without pay for a period not to extend beyond the end of the school year:

- (1) pending discharge of the teacher; or
- (2) in lieu of terminating the teacher.

A teacher who is not discharged after being suspended without pay pending discharge is entitled to back pay for the period of suspension. (Board Policy DFBA)

2e. Term Contracts for Non-Certified Employees

Non-certified administrators and other non-certified professionals may be employed by term contracts. If so employed, they will be subject to general and civil law requirements only, and are **not protected by the procedural requirements of Chapter 21 of the Texas Education Code** described in the sections above, unless specified by the Board of Trustees.

3. Hearings Before an Independent Hearing Examiner

If the employee requests it, a hearing before an independent hearing examiner **MUST** be held for the following: 1) termination of continuing contracts at any time, 2) termination of probationary or term contracts before the end of the contract period, and 3) suspension of any contract without pay. A hearing before an independent hearing examiner is not required to terminate employment at the **END** of a probationary contract or for the nonrenewal of a term contract. (See *Board Policy DFD*.) A teacher must file a written request for a hearing with the Commissioner of Education not later than the 15th day after the date the teacher receives written notice of the proposed action. The teacher must provide the District with a copy of the request.

Hearing examiners will be lawyers who are certified by the commissioner through a training process initiated in November, 1995. Certain restrictions apply to the criteria applied when selecting hearing officers for training.

The commissioner will assign a hearing officer according to "the next person named on the list who resides within reasonable proximity" to the District where the hearing request originated. The employee and the District can agree to a lawyer who is a non-certified hearing examiner.

The rules governing the proceedings of the Independent Hearing are lengthy but anyone who plans to request an independent hearing should become familiar with these rules. They can be found in T.E.C. 21.255 and 21.256. Generally they include the provision that the hearing be conducted in the same manner as a trial without a jury in a district court in this state, including the right for either party to call witnesses on their behalf, to take 10 depositions, and to cross examine adverse witnesses.

Certification and Licenses

Policies 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 Human Resources 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 renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

At-Will Employment

Professional employees in positions that do not require a contract voluntarily enter into a mutual relationship called “employment at-will”. This at-will relationship allows the employee to freely resign at any time, with or without cause or reason. Similarly, the District may separate employment at any time, with or without cause or reason. Granting access to this Handbook should in no way be interpreted as a guarantee of future employment or as a property right to employment.

Non-certified Professional and Administrative Employees

Employees in professional and administrative positions that do not require SBEC Certification (such as noninstructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

Classified and Auxiliary Employees. All classified 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.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, concussions, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), 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 their immediate supervisor at the beginning of the year or as required.

Reassignments and Transfers

Policy DK and Administrative Regulation HR-11 & 12

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee’s supervisor.

Outside Employment

Policy DBD (Legal) and DBD Local

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

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

Performance Evaluation

Policy DN Series

Evaluation of an employee’s job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee’s assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda 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. Additional information on performance evaluation is found in Section 2 for Teachers and Section 3 for Classified Employees and Section 4 for Auxiliary Employees in this handbook.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Northside ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District’s planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Teachers and other campus professionals are involved through the Northside Communications Network (NCN) and Classified/Auxiliary employees are involved through their respective employee forums.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation. Additional staff development requirements for teachers can be found in Section 2 and for paraprofessionals in Section 3 in this handbook.

On-Line Employment Requirements

All employees are required to acknowledge receipt of this Employee Handbook. Those employees who receive a printed copy of the Handbook will complete the form provided in the Handbook and return the form to their supervisors. All other employees must acknowledge receipt of the Handbook by completing the on-line handbook acknowledgement procedure.

In addition to acknowledging receipt of the handbook, employees are also required to complete additional on-line employment requirements on an annual basis. These requirements are subject to change each school year, and it is the employee's responsibility to check the [On-Line Requirements](#) at the beginning of each school year to complete the annual requirements listed there. These requirements are found on the main page of the NISD Intranet.

Compensation and Benefits

Salaries, Wages and Stipends

Policies DEA, DEAA, DEAB

Introduction

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by administration each year and adjusted as needed. All District positions are classified as exempt and non-exempt according to Federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wages or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a work week. (See *Overtime Compensation*, page 15.)

The fastest way to get a question answered or to find a form that you need, is to view one of these two websites:

Human Resources –

<http://intranet.northside.isd.tenet.edu/HumanResources/>

OR

Payroll –

<http://intranet.northside.isd.tenet.edu/Business/Payroll/>

General Pay Practices

Work Calendars and Pay Rate Schedules: Different employee groups have different work calendars and different pay rate schedules, depending on the position. The HR Intranet website has details on work calendars and pay rate schedules for all employee groups.

Annualized Compensation: In general, the District pays all salaried employees over a 12-month period. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction have the option to continue receiving a paycheck through the end of the summer or receive a payout depending on when they notify Human Resources of their separation.

Underpayments and Overpayments: Through the course of the employment year, if a salary discrepancy is discovered, the District is obligated to make adjustments and recover the full amount that was inadvertently overpaid to an employee's pay. The recovery schedule will include consideration to both the District and the employee. If there is an underpayment, the District will issue the amount due to the employee as soon as possible. Overpayments and underpayments are not subject to the accumulations of earned interest.

Salary Schedules: All NISD salary schedules for professional, classified, and auxiliary employees are available on the web via the HR Intranet.

Annual Salary Notice: All employees receive an annual salary notice in early fall. You should review this notice to ensure your salary and stipends, if applicable, are correctly shown. It is the responsibility of the employee to review the salary notice and to contact the Human Resources department immediately if there is a discrepancy.

Designation of Beneficiary for Wages or Salary: Each employee must designate a beneficiary to accept any owed wages or salary in the event of an employee's death. This beneficiary may be updated by submitting a new form to the Payroll department.

Your Paycheck

All employees must participate in the District's Direct Deposit program. Employees unable to open a checking or savings account will be required to enroll in the District's Payroll Pay Card program. Employees now have the ability to submit changes to their Direct Deposit information online using the Employee Self Service system. They may also make changes to their direct deposit account information by completing the Direct Deposit form from the Payroll Forms page on the Payroll Intranet website. Employees must sign the form, attach a voided check, and forward to the Payroll Department. Direct deposit changes submitted online do not require attachments and will take effect by payday when the change is submitted at least 7 business days prior to the payday. The paper form option can take between 1-2 pay cycles for the direct deposit to take effect. The direct deposit information will be made available on or before payday and by an email notification that includes the link to the District's Employee Self-Service system (ESS).

Payday: Biweekly employees are paid every other Friday. Monthly employees are paid on the last Friday workday of each month during the school year.

NOTE: There are some early pay dates throughout the holiday months. Please refer to the pay schedules for a list of all the pay dates for the school year. The pay schedules are available on the Payroll Intranet site.

Online Pay Stub Information: It is the responsibility of the employee to review his/her pay stub information online and to contact the Payroll Department immediately if there is a discrepancy. Your on-line pay stub includes pay data, deduction data and leave balances and is available through the Employee Self Service system. The Employee Self Service system can be accessed by going to the following website: <http://ess.nisd.net>. (Please note that the leave balances on this system are as of the PAY PERIOD end date, not the pay date.)

Payroll Deductions: You should review your payroll deductions each pay period to ensure that the correct types and amounts of deductions are being taken.

There are four mandatory deductions which will be taken each pay period:

1. **Federal Withholding Tax** – This is the Federal income tax. The amount of your earnings, and the information you provide when you are hired, affects how much is withheld each pay period. Changes to your W-4 Form can be made through the Employee Self Service system.
2. **FICA Medicare Tax** – All employees hired after March 1986 must pay FICA Medicare tax of 1.45 percent
3. **Teacher Retirement System (TRS)** – All District employees must participate in TRS. There are two required deductions, the TRS Deposit, and TRS Insurance.

4. **Garnishments** – Will apply to any District employee with court/government mandated deductions.

In addition to these mandatory deductions, you may also have voluntary deductions for health insurance, life insurance, or other items.

Closing Bank Accounts for Direct Deposit: Changes to your direct deposit account information should be submitted through the Employee Self Service system. However, employees have the option to submit a Direct Deposit form to the Payroll department. Employees are responsible for the accuracy of the information entered. Requests submitted at least 7 business days prior to pay day will take effect by that pay day. Funds returned to NISD due to closed accounts will be re-issued to the replacement bank account no earlier than 5 business days.

Questions Regarding Your Paycheck: Please review your paycheck using the Employee Self Service system web site at <http://ess.nisd.net>. If you are still unable to find what you need on the web site regarding your paycheck, please contact the Payroll Department at (210) 397-8675.

Overtime Compensation

Policy DEE

The Fair Labor Standards Act (FLSA) requires that employees be identified as either “Exempt” or “Non-Exempt” from overtime pay requirements.

FLSA Exempt Employees: Professional employees (including teachers, administrators, program coordinators, campus coordinators, and many supervisors) are considered FLSA Exempt. Exempt employees do not earn overtime pay or compensatory time.

FLSA Non-Exempt Employees: Classified and auxiliary employees are considered FLSA Non-Exempt. Non-Exempt employees earn overtime pay whenever the employee physically works more than 40 hours in a standard workweek.

Standard Workweek: The Northside ISD Standard Workweek for all employees begins at 12:01 a.m. on Saturday and ends at 12:00 midnight the following Friday. The Standard Workweek is the same for ALL employees, regardless of job title, pay grade, scheduled work days/hours.

Overtime Must Be Authorized: Non-Exempt employees must have prior approval from their supervisor to work overtime, except in cases of extreme emergency. Non-Exempt employees who work unauthorized overtime may be subject to disciplinary action, up to and including termination.

(Additional information on Overtime Compensation is included in the Classified and Auxiliary sections of this Handbook.)

Travel Expense Reimbursement

Policy DEE and Administrative Regulation BUS 05

Before any travel expenses are incurred by an employee, the employee must first complete the Travel Authorization Request Form, available on the NISD Intranet. 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 expenses.

Travel Expense Reimbursements are submitted by the employee through the Employee Self Service system. Employees must submit copies of receipts to be reimbursed for expenses.

The procedures which apply to District-sponsored travel, as well as reimbursement for local travel, meals, accommodations, public transportation, etc, are found in NISD Administrative Regulation [BUS-05](#). Additional information regarding District-supported travel is available in the District’s intranet Accounts Payable Department website at https://intranet.nisd.net/departments/accounts_payable.

Stipends

Administrative Regulation HR 02

A stipend is a form of monetary compensation for the performance of extra duties and responsibilities or as a necessity for the position according to the district approved pay schedules. Stipends are paid in addition to an employee’s base salary. Stipends are prorated and are included in the employee’s paycheck.

A stipend or supplement is not a property right to continued employment in any supplemental duty. Such assignments may be terminated for any reason or no reason at the discretion of the District. Stipend amounts are evaluated on an annual basis and modified dependent upon available resources. Final review and approval are provided by the Superintendent. A detailed master stipend list is available on the HR website.

Unemployment Compensation Insurance

Policy CRF and Administrative Regulation HR-09

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 visit the Texas Workforce Commission website at www.twc.state.tx.us.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible for TRS membership and are able to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Employees who plan to retire under TRS during the current school year, should notify the NISD Benefits and Risk Management 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).

Leaves and Absences *Policies DEC, DECA, DECB*

Introduction and Overview

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for more than three days should call Benefits and Risk Management for information about applicable leave benefits.

Use of Leave

Employees paid on a bi-weekly basis will have their use of leave recorded using the KRONOS system. Employees on a monthly basis will have their leave recorded using the SmartFind Express.

Employees paid on a monthly basis must use their leave in increments of no less than ½ day. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Comp
- Local
- State

Discretionary leave will be charged to State Personal Leave.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete a medical certification.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FML in order to use paid leave for FML.

Leave of Absence

When an employee is unable to work for more than 3 days due to their serious medical condition or a serious condition of an immediate family member, a leave of absence may be requested even if the employee does not have accumulated leave to cover the anticipated period of absences. A serious health condition is an illness, injury, impairment, or physical or mental condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or daily activities.

An employee may apply for a leave of absence online at www.nisd.net. View under Employee Links and click on Leave of Absence Request. An employee may also obtain an application for leave of absence at the Office of Benefits and Risk Management located at 5615 Grissom Rd. at 397-8620, or by requesting the Application for Leave of Absence by e-mail at employee.benefits@nisd.net. If

the employee fails to report an absence it may result in disciplinary action including separation due to job abandonment.

Medical Certification for Leave of Absence

Any employee who is absent more than three days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, and in the case of personal illness, the employee's fitness to return to work.

NOTE: NISD reserves the right to require clarification or a second or third opinion regarding statements of medical certification if facts surrounding the initial certification warrant it.

Genetic Information Nondiscrimination Act (GINA)

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information from 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 result of an individual's or family member's genetic tests, the fact that an individual or family member sought or received genetic services, and genetic information of a fetus carried by an individual or individual's family member or an embryo lawfully held by an individual or family member receiving.

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.

Personal Leave (State Leave)

State law entitles all full time employees up to five (5) days of paid Personal Leave per year. Personal leave is allotted based on the percentage of the employee's work calendar for which employed. For example, an employee hired as a teacher at the beginning of the second semester, would be allotted 2.5 days of State leave. State Personal Leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary (State/Prev)

Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be granted for the same reasons as listed for the State Sick Leave. Nondiscretionary leave may be used for well-baby care within the first year of birth (parenting), adoption or placement of a child (foster care).

Discretionary (State/Disc)

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must request the three days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor in considering whether to approve the request.

Procedures for Requesting Discretionary Leave

Requesting Discretionary Leave

Policy DEC-Local; Administrative Regulation HR-23

All discretionary leave must be approved by the employee's immediate supervisor. Requests for discretionary leave must be submitted for approval at least three days in advance of the absence, using a form approved by the District, found on the Human Resources Intranet site. The absence must first be entered into the SmartFind Express system (SFE) prior to submitting the Request form to the supervisor.

Most discretionary leave requests can be approved by the employee's supervisor. However for certain absences (listed below) District approval must be granted in addition to the supervisor's. The same form used to submit the request to the supervisor will be forwarded to Human Resources for review and approval.

District approval of discretionary leave is required if the absence is:

- On the first or last day of school (For campus-based staff only)
- On a District-approved staff development day (if applicable to assignment)
- Immediately before or after a Teacher AND Student SCHOOL Holiday
- More than THREE consecutive days (NOTE: No more than FIVE Discretionary days allowed during the calendar year.)

State Sick Leave (State/Prior 95)

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in one-half day increments by employees paid on a monthly basis, except when coordinated with Family and Medical Leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits. Charge of state sick leave to employees paid on a bi-weekly basis will be in accordance with KRONOS leave accounting procedures.

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

- *Employee Illness*
- *Illness in the employee's immediate family.*
- *Family Emergency*
(i.e., natural disasters or life-threatening situations)
- *Death in the Immediate Family*
- *Active Military Service*

Local Leave (NISD/Local)

The District shall operate a local leave program to supplement the state personal leave program for all regular employees who are employed half-time or more. This local leave may be granted for the same reasons as listed for the State Sick Leave. Local leave may also be granted for well-baby care within the first year of birth (parenting), adoption or placement of a child (foster care).

Local leave is earned based on work performed. Employees who are employed after the beginning of the work calendar, who end employment before the end of the work calendar, or who are on a leave of absence of more than 30 workdays, will have their local leave adjusted to reflect the portion of the work calendar completed. A day of earned Local leave is equivalent to an assigned workday.

This program provides most employees with up to five (5) days of local leave; however, employees whose work calendar is for 191 days or more are provided additional local leave. See *Policy DEC (Local)* and *Administrative Regulation HR-23* for additional information.

"Immediate Family" Defined for Leave (Non FMLA)

"For the purposes of state sick leave accrued before May 30, 1995, and local leave, the term "immediate family" shall include:

1. Spouse.
2. 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.
3. Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
4. Sibling, step sibling, sibling-in-law.
5. Grandparent and grandchild.
6. Any person who may be residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA (Legal)."

An employee may use local or state leave to care for any of the family members listed in the broader DEC (Local) definition above. However, to be placed on a leave of absence or intermittent leave of absence for care of a family member, the more restrictive FMLA definition (Spouse, child, parent) is applicable.

Non-FMLA Emergency Leave

Any employee, other than a substitute employee, temporary employee, or an employee assigned to a position of less than 20 work hours per week shall be eligible for FMLA Emergency Leave. This leave is for a medical condition of an "Immediate Family Member" (as defined above). The purpose of Non-FMLA

emergency Leave is to provide job protection to employees who cannot work for an extended period of time due to family members:

- Illness
- Mental or physical disability
- Foster care or temporary placement of a child

Non-FML is for employees that do not meet the minimum qualifications of the FMLA. A Non-FML Emergency Leave may not be utilized to extend any other District sponsored Leave of Absence program. Non-FML Emergency Leave must be taken as continuous block of time. Non-FML Emergency Leave may not be taken intermittently or on a reduced schedule. If Non-FML Emergency Leave is approved, the length of leave is a maximum of 30 consecutive calendar days. Employees are granted 1 Non-FML Emergency Leave per rolling calendar year. Proper documentation must be submitted to the Office of Benefits & Risk Management in order to be considered for approval.

Family and Medical Leave Act (FMLA)—General Provisions

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

Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Qualifying exigencies (emergency circumstances) 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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FML leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

Benefits and Protections

During FML, the District must maintain the employee's health coverage under any "group health plan" on the same terms as if

the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have been employed by the District for at least 12 months (the 12 months need not be consecutive); have worked for the District at least 1,250 hours during the 12 months immediately preceding the commencement of leave.

Definition of Serious Health Condition

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

Subject to certain conditions, the continuing treatment requirement may be met by:

- A period of incapacity, being unable to work for more than 3 days
- At least two visits to a health care provider
- One visit and a regimen of continuing treatment
- Incapacity due to pregnancy
- Incapacity due to chronic condition
- Overnight hospital stay
- Other conditions may meet the definition of continuing treatment

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose the District may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the District's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FML when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District's normal call-in procedures.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees will be required to provide a certification and periodic recertification supporting the need for leave.

District Responsibilities

The District must inform employees requesting leave whether they are eligible under the FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FML, the District must notify the employee.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by this law. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

The District cannot use the taking of FML as a negative factor in employment actions, such as hiring, promotions, or disciplinary actions; nor can FML be counted under "no fault" attendance policies.

Enforcement

FMLA is enforced by the Wage and Hour Division of the U.S. Department of Labor's Employment Standards Administration. This agency investigates complaints of violations. If violations cannot be satisfactorily resolved, the Department may bring action in court to compel compliance.

An eligible employee may bring a private civil action against an employer for violations. An employee is not required to file a complaint with the Wage and Hour Division prior to bringing such action.

Local Family and Medical Leave Provisions

Leave Year. Eligible employees can take up to 12 weeks of unpaid leave in a Rolling Calendar leave year, defined as a 12 month period measured backward from the date an employee uses any FML.

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

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

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

District Contact. Employees that require FML or have questions should contact the Benefits and Risk Management Office for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Any employee, other than a substitute employee, temporary employee, or an employee assigned to a position of less than 20 work hours per week shall be eligible for unpaid Temporary Disability Leave when the employee's own medical condition interferes with the performance of regular duties. The purpose of Temporary Disability Leave is to provide job protection to employees 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. Unless taken concurrently with leave approved under the provisions of FMLA, Temporary Disability Leave may not be taken intermittently or on a reduced schedule. Temporary Disability Leave shall only be granted due to an employee's own illness or injury. If disability leave is approved, the length of leave is approximately 180 consecutive calendar days.

Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for Temporary Disability Leave involuntarily, 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. Any employee placed on Temporary Disability Leave involuntarily has the right to file a grievance.

When an employee is ready to return to work, the Benefits and Risk Management Office should be notified at least FIVE (5) days in advance. The return-to-work notice must be accompanied by a physician's statement and/or a medical certification confirming that the employee is able to resume regular duties with or without accommodations. (See *Administrative Regulation HR-23* for information on reassignment upon return from a leave of absence.)

Workers' Compensation Benefits

All work related accidents or injuries shall be reported immediately to your supervisor. Failure to timely report may result in a loss of Workers' Compensation benefits, income replacement and/or medical 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 (7) calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave, comp time or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the District will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary. Should an employee not wish to use accrued leave balance or comp time during the waiting period or to supplement future indemnity benefits, they should notify their campus/department Payroll Coordinator in writing. This choice and any change of options will apply to future payrolls only and will not be retroactive. Workers' Compensation is run concurrently with FML.

Workers' Compensation Transitional Duty Program

All employees temporarily disabled due to an occupational injury are eligible for the Transitional Duty Program. (Administrative Regulation – HR-26.)

The District encourages and accommodates the earliest possible medically appropriate return to work.

Every effort is made to return an injured worker to their original position, with accommodations for limitations. All accommodations shall be in keeping with the capabilities/restrictions/limitations outlined by the doctor/health care provider. If reasonable accommodations cannot be made for the original position, an injured worker shall be assigned a Transitional Assignment in another position within the department/campus or at another department/campus. If an employee refuses to accept a Transitional Duty Assignment, within the capabilities as outlined by the doctor/health care provider, the employee shall be disqualified from participating in the Transitional Duty Program and their employment status with the District and entitlement to Workers' Compensation benefits may be impacted.

Transitional Duty assignment shall not exceed a total of sixty (60) working days unless a variance or extension has been approved by the Office of Benefits and Risk Management. The employee's restrictions will be reviewed after each doctor's appointment. If the employee continues to improve and restrictions are less, the Benefits & Risk Management office may extend an employee's transitional duty task, not to exceed sixty (60) working days. However, if the employee is not medically and functionally progressing during the sixty (60) working days, the employee may be placed on a Leave of Absence to continue their recuperation and treatment. The employee may be placed back on Transitional Duty should their medical and functionally situation improve in anticipation of a full duty release. If the employee reaches sixty (60) days on Transitional Duty the employee shall either return to their position or be placed on weekly Workers' Compensation indemnity benefits, if eligible.

The Transitional Duty Program is administered by the Office of Benefits and Risk Management. All decisions for employee eligibility, placement, continuation, and/or removal from the program will be made at the discretion of the Office of Benefits and Risk Management and employee's Department/Campus.

Assault Leave

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

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries 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 or comp time. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

At any time an employee experiences the death of an immediate family member (see page 17- "Immediate Family" as defined for Leave), they may be granted an absence for a period not to exceed five (5) workdays. Use of Compensatory Time and accumulated leave, including Vacation, must be used if available. Bereavement absence may be taken as a continuous period or on an as needed basis but may not exceed a total of five (5) workdays over a period of not more than one month. Employees needing to take leave for bereavement must make written request to their immediate supervisor for the leave.

Jury Duty

Absences for Jury Duty required by a valid summons may be taken continuously or intermittently as required by the court. Employees will be granted paid leave without loss of accumulated leave for Jury Duty. The employee may keep any compensation received from the court. See *Administrative Regulation HR-23* for additional information.

Other Court Appearances

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 paid leave. Employees may be required to submit documentation of their need for leave for court appearances. **Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay if no personal leave is available.** See *Administrative Regulation HR-23* for additional information.

Military Leave

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

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

Risk Management. In most cases, the length of military service cannot exceed five (5) years, and the employee must apply for reemployment within the period of time specified in law.

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

Supplemental Pay & Benefits

In the event of a catastrophic illness or injury to a regular employee, who works half time or more, or a member of the employee's immediate family, the District may provide an extended leave benefit. For the purposes of this program, "Immediate Family" includes the employee's legal spouse, a child of the employee, a parent of the employee, or any other person claimed as a dependent on the employee's most recent Federal income tax return. This benefit allows the District to grant the employee up to an additional 30 days of paid leave. Thirty percent of the employee's daily rate of pay shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed. See Administrative Regulation HR-23 for additional information.

Working While on a Leave of Absence

While on any type of leave status or leave of absence with the District, other than military leave, the employee may not perform work in any capacity except as approved by the Executive Director of Employee Benefits and Risk Management as part of an approved return to work or transitional duty assignment at the District.

Americans with Disabilities Amendments Act Accommodations (ADAAA) (HR-35)

The District complies with all legal requirements of the Americans with Disabilities Amendments Act of 2008. Employees or job applicants requiring an accommodation to perform one or more of the essential functions of a job should notify their immediate supervisor, campus principal, department head, or the Benefits and Risk Management Office. ADAAA paperwork can also be found on the Human Resources Intranet page under the Benefits & Risk Management Office. The Assistant Superintendent for Human Resources serves as the Disability Program Manager (DPM).

Requests for ADAAA accommodations received by supervisory or management officials will be immediately forwarded to the Assistant Superintendent for Human Resources for consideration. When necessary, the employee or job applicant may be required to provide medical information to explain or clarify the need for the requested accommodation. See Administrative Regulation HR-35 for additional information.

An interactive process involving the employee or applicant and management officials of the District will be used to evaluate the accommodations request and, if approved, implement an appropriate accommodation.

Importance of Regular Attendance (HR-28)

Every Northside ISD employee has an important role in the education of children and the operation of our school district, therefore, consistent and regular attendance is important. Northside provides generous leave benefits to employees. However, excessive absences are not acceptable as they have a direct negative impact on the accomplishment of the District's mission.

Reporting Absences (HR-28)

Short absences for situations such as employee illness, illness of an immediate family member, jury duty, or personal business (discretionary leave) are coordinated through the campus or department. Employees who are paid bi-weekly should call their supervisor to report all absences. Employees who are paid monthly should enter all absences in the **SmartFind Express** (SFE) System either by calling 522-8987 or logging in at <https://sems.nisd.net/logOnInitAction.do>.

If any employee's absence is three (3) or more consecutive work days, the employee must also make direct contact with the campus administrator or department supervisor or director. A campus administrator or department supervisor or director may request a monthly employee to contact him or her before three (3) consecutive work days.

Failure to report any absence may result in further disciplinary action up to and including loss of pay, suspension, demotion, or termination of employment.

A supervisor may request a Doctor's note for any absence due to illness of the employee or a family member. The note should not include diagnosis, treatment, or any personal health information.

All Northside employees have specific methods for reporting their absences and are required to do so in a timely fashion. Campus administrators and department directors shall provide a memorandum to an employee who is not appropriately reporting their absences which shall clearly outline the requirements for reporting their absences. This memorandum may advise the employee that a continued failure to properly or timely report their absences may lead to further employment action up to and including termination.

Calculating Excessive Absences (HR-28)

Northside ISD provides each employee a number of leave days each year according to the "work calendar" to which they are assigned. When calculating the absences for issuance of the Memorandum, only days absent for employee illness, illness in the family and discretionary leave shall be counted.

Tracking Absences (HR-28)

It is the responsibility of the employee's campus administrator or department director to track the number of absences an employee accrues, and to be aware of when the employee has accumulated excessive absences as defined in HR-28. This information is

available to the administration via KRONOS reports for auxiliary and some classified employees, and from the SmartFind Express system reports for professionals and most classified staff. Absences will be tracked as defined by the equivalent workday per DEC (Local) within the assigned work calendar which includes the summer period. At the start of each employee's work calendar, a new cycle of recording absence occurrences will begin.

Sanctions for Abuse of Leave *(HR-28)*

Leave is not intended to be used as a vacation or for mere convenience. Except for discretionary state personal leave and vacation leave, when applicable, documentation may be required for any absence at the discretion of the superintendent or designee, except for absences taken under an approved intermittent leave of absence. "Abuse of the employee leave program is a violation of District policy and may result in disciplinary action up to and including loss of pay, suspension, demotion or termination of employment..." (DEC Local). **Working during a leave of absence may be grounds for immediate termination of at-will employees or recommendation of termination for contracted employees.**

Employee Relations and Communications

Employee Relations Office

Included in the Northside Independent School District's Mission Statement are the beliefs that people are our most important resources and that each individual has worth and deserves respect. These beliefs support the overarching belief that children come first.

The Department of Employee Relations is committed to providing quality customer service to all Northside personnel. The department provides guidance and support to employees with various personnel related issues, including: employment issues, conflict resolution, communication, investigations, documentation, adverse employment action, discipline, and interpretation of policies and procedures. In order to foster a positive work environment, we strive to ensure workplace issues are handled discretely, professionally, and at the lowest possible administrative level.

All communication with Employee Relations will be treated with appropriate levels of confidentiality. To contact the Employee Relations Office, call 210-397-8809, 210-397-8808, or 210-397-8744.

Employee Involvement

Professional employees will be requested to serve on committees at various times for curriculum development and general education improvement during each year.

Faculty Meetings

Teachers are required to attend all district-wide faculty meetings and meetings called by the principal of their school.

Parent-Teacher Association Meetings

Parent-Teacher Association organizations are vitally interested in the welfare of the students in the District. Historically they have served the public schools of America more than any other organization. Parents and teachers are encouraged to participate in the PTA and to work together for the benefit of the children. An organized PTA in every school, working hand in hand with teachers and principals, can help insure proper educational programs in the District.

School Advisory Teams

Employees may also be elected to serve on a campus level School Advisory Team (SAT) which makes recommendations regarding the instructional program on that campus.

The School Advisory Team (SAT) is the campus-based committee responsible for implementing **School-Based Decision Making**. The direct and ultimate purpose of SBDM is the improvement of student learning.

The SAT's facilitate the goals of restructuring management in education, involving all the stakeholders in the process, and ensuring that important decisions affecting teaching and learning are made at the point of interaction between teachers and students. The areas of decision making include goal setting, curriculum,

finance, personnel management, school organization, and human resource development.

All deliberations and recommendations of the School Advisory Team should focus primarily on teaching and learning.

In-District Mail Service

In-district mail service is provided at no cost to the user. It is referred to as the "Pony" mailing system **and may be used only for approved school/district purposes.**

Each school has a different mail schedule. However, the Pony reaches all schools every Monday through Friday during the regular calendar days. Employees should consult with the school or department secretary concerning the schedule. Mail will reach the Administrative Building on the day of pick-up. Use of the school mail (Pony) is available for school business by every person employed in Northside. Individuals or organizations who are soliciting recognition or advertisements must have prior approval of the Superintendent for use of the Pony.

Please put the person's name and the name of the school on each envelope. Also enter the sender's name and school, to insure return if undelivered.

U.S. Mail should not be put in the school mail.

NO CASH will be sent through the school mail.

Employees not assigned to the Central Administrative Office shall have their incoming school mail addressed to their school or facility and not to the Central Office Address.

Working With The Media

Positive interaction between the media and the schools is an essential component in promoting support for Northside's schools and employees. News items for, or interviews with, members of the media regarding school activities must have the principal's prior approval.

News affecting more than one campus or news that may not promote the mission and beliefs of the Northside School District is handled by the Communications Department. Call 397- 8550 for additional information.

"The Resource"

Another component of the Northside Communications Network is "The Resource"; a newsletter published nine times a year (or as needed) by the Human Resources Division. It contains timely information on such topics as employee benefits, wellness issues, employment deadlines, safety issues, leaves of absence procedures and other Human Resources related items. The newsletter is e-mailed directly to all District employees with a District e-mail address. Principals and directors are instructed to print and post *The Resource* for those employees without computer access.

Employee Recognition and Appreciation *Policy DJ*

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in District publications, and through special events and activities. Recognition and appreciation activities also include feature stories in print, video, and online, the Educator of the Year Celebration, and Recognition and Retirement Celebration.

Many discounts and other purchase incentives are available to NISD employees. For additional information, visit the Partnerships link on the Northside Web at www.nisd.net.

District Directory

The District maintains an Employee Directory, updated daily, that lists all employees by campus or department. **Unless the employee instructs the District not to do so, the District is obligated to include in the Directory the employee's name, home phone and address.**

The Employee Directory is available to employees through the District's Intranet. To make changes to your address or phone number in the Directory, use the Employee Self Service site at <https://tylerweb.nisd.net/mss/>.

If you want to add or delete information that is released to the public, you must complete the Personal Information form found at the Human Resources Intranet at: <http://intranet.northside.isd.tenet.edu/HumanResources>.

Complaints and Grievances *Policy DGBA (Local)*

Purpose

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

Additionally, since many employee concerns can be more effectively resolved through direct communication with the immediate supervisor or through channels provided for communication with senior staff than by resorting to this official process for presentation of complaints, the Board expects employees to take full advantage of those less formal processes when they are appropriate.

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 provided below:

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 principal of each campus and other supervisory personnel shall ensure that all employees under their supervision are informed of this policy. Employees shall be provided a copy of the policy at the time of employment and whenever it is revised.

Direct Communication with Board Members

Employees shall not be prohibited from communicating with a Board member 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.

Definition

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

Consolidation

When the administrator hearing a complaint determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she 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 five working 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 Form

Complaints 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 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 a complaint.

Freedom From Retaliation

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

Whistleblower Complaints

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within the time specified by law. [See DG(LEGAL)]

The complaint shall first be filed in accordance with LEVEL TWO, below. 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 days of the initiation of the complaint.

General Provisions

Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them.

In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to working days unless otherwise stated.

The appropriate administrator at each level shall respond to the employee within ten working days of a complaint conference. Written complaints shall receive a written response. The employee has five working days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit.

Employees shall be entitled to administrative review conferences as outlined in the Level One, Level Two, and Level Three sections below and to an informal presentation of the complaint to the Board as specified in the Level Four section, unless the Board grants a hearing.

If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the Superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent's resolution at Level Three and requests a Board hearing, the Superintendent shall schedule a hearing as specified in the Level Four section below.

Complaints Against Supervisors

Complaints alleging a supervisor's violation of law may be made to the Superintendent beginning at Level Three. A complaint alleging a violation of law by the Superintendent may be made directly to the Board beginning at Level Four.

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

An employee who has a complaint that he or she is not able to resolve informally shall submit the complaint to the Level One administrator in writing, on a form provided by the District, no later than 15 days following the incident/event that precipitated the complaint.

For central staff personnel, the Level One administrator shall be the department director, or where there is none, the senior staff member to whom the employee reports. When a deputy superintendent hears a complaint at Level One, Level Two of this process is omitted.

For campus personnel, the Level One administrator normally shall be the principal. However, if during the informal conference the principal determines that the complaint concerns a District policy or practice that should more properly be addressed at the central staff level, he or she may direct the employee to the appropriate department director or other staff member at Level One.

Level Two

If the outcome of the conference at Level One is not acceptable to the employee, he or she may advance the complaint to Level Two, in writing, within five working days after receiving the response.

At Level Two, complaints heard at Level One by central office staff or the principal shall be addressed to the District hearing officer, who shall serve as the Level Two administrator or assign the complaint to another deputy superintendent (or assistant superintendent) who should more logically serve in that role.

The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision.

Level Three

If the outcome of the conference at Level Two is not acceptable to the employee, he or she may advance the complaint to the Superintendent at Level Three in writing within five working days after receiving the response.

The Superintendent may either hear the complaint directly or appoint a three-member administrative panel to hear the complaint and recommend a response. The panel shall include any senior staff member who is in a line relationship between the complainant and the Superintendent. If no panel is appointed, an opportunity shall be provided to such senior staff to have direct input to the Superintendent on the matter.

The conference shall be limited to the issues presented by the employee at Levels One and Two and identified in the Level Three appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One and Two decisions.

Level Four

If the disposition of the complaint by the Superintendent or his or her three-member administrative panel is not acceptable to the employee, he or she may advance the complaint to the Board by submitting a written request to the Superintendent within five working days after receiving the response.

Presentation

The Superintendent shall place the matter on the agenda for a future Board meeting and shall inform the employee in writing of the date, time, and place of the meeting. A record of the Level Four proceeding before the Board shall be made by audiotape or certified court reporter. The Board President may set reasonable time limits on complaint presentations.

Hearing

Employees who are granted a hearing shall be afforded that hearing in a meeting that includes the hearing as an item on the posted agenda. The hearing before the Board shall be recorded by audiotape.

The Superintendent or designee shall inform the employee of the date, time, and place of the meeting.

The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The Board shall hear the grievance and may request a response from the administration. The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

Closed Meeting

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it may be heard by the Board in closed meeting unless the employee bringing the grievance requests that it be heard in public. However, if the grievance involves a complaint or charge against another District employee or a Board member, it shall be heard in closed meeting unless an open meeting is requested in writing by the employee or Board member against whom the complaint or charge is brought.

Exception

However, if the grievance involves a complaint or charge against another District employee or a Board member, it shall be heard in closed meeting unless an open meeting is requested in writing by the employee or Board member against whom the complaint or charge is brought.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident. See *Reports to Texas Education Agency*, page 38 for additional information.

Educators Code of Ethics, adopted by the Texas Education Agency, which all District employees must adhere to, is reprinted below:

Texas Educators Code of Ethics Purpose and Scope

NOTE: All employees of Texas school districts are considered “educators” for the purposes and intent of this code.

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.

Enforceable Standards

1) Professional Ethical Conduct, Practices and Performance.

(A) 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 State Board for Educator Certification (SBEC) and its certification process.

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

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

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

(E) 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.

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

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

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

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

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

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

(L) 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.

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

2) Ethical Conduct Toward Professional Colleagues.

(A) 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.

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

(C) 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.

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

(E) 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.

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

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

3) Ethical Conduct Toward Students.

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

(B) 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.

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

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

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

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

(G) 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.

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

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

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment and Retaliation

Policies DH, DIA

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

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint, the employee should report the complaint 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 may be found at [http://pol.tasb.org/Policy/Download/184?filename=DIA\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/184?filename=DIA(LOCAL).pdf)

Harassment of Students

Policies 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 by an employee or an adult. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 28 and *Bullying*, page 41 for additional information.

The District's policy that includes definitions and procedures for

reporting and investigating harassment of students may be found at [http://pol.tasb.org/Policy/Download/184?filename=FFH\(LOC AL\).pdf](http://pol.tasb.org/Policy/Download/184?filename=FFH(LOC AL).pdf).

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm of physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

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

Reports to Child Protective Services can be made to the Texas Abuse Hotline or the Texas Department of Family and Protective Services (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the 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. In addition, employees must cooperate with investigators of child abuse and neglect. Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state

agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at office of Guidance and Counseling. 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 to law enforcement or to Child Protective Services (CPS). Additional information on child sexual abuse is available at: <http://childsafesa.org/index.html>.

Employees are required to follow the procedures described above in Reporting Suspected Child Abuse.

Technology Resources

Policy CQ

Access may be given to the District's Technology Resources for educational or district-related goals. **The District's Technology Resources are defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, email, online class activities and any other technology designated for use by the District.**

With this opportunity comes responsibility. It is important that users of the District's Technology Resources read the Northside ISD Administrative Regulation for Acceptable Use (in in Appendix D) and then ask any questions if you need help understanding them. The Northside ISD Administrative Regulation for Acceptable Use (in Appendix D) will apply to personal wireless and mobile devices as well as the use of such devices in school. Inappropriate system use of the District's Technology Resources will result in consequences as outlined in the handbook, including loss of the privilege to use this tool.

Please note that Internet access is part of the District's Technology Resources. The Internet is a network of many types of communication and information networks, which are used frequently in classroom assignments and include access to library materials and purchased online databases. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive. It is possible for users of the District's Technology Resources to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's Technology Resources;
- Revocation of the District's Technology Resources account(s);

and/or

- Other appropriate disciplinary or legal action in accordance with the handbook(s) and applicable laws.

Personal Use of Electronic Media

Policy CQ, DH

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

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

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

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

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

Recording Workplace Conversations

Administrative Regulation HR-36

An employee has a right to record grievance hearings, but should do so openly. The intent to use a recording device at the grievance hearing should be made clear to all parties prior to the beginning of the hearing.

If a conversation in the workplace between an employee and the supervisor is not a grievance hearing, employees may not record the conversation without the permission of the supervisor. At times, a supervisor may elect to record a particular meeting after notifying the other participants in the meeting. Any such recording will be made available to any party to the meeting who requests a copy upon payment of costs as provided in the Public Information Act.

Any other conversation between peers may be recorded by a party to the conversation only if agreed upon by all parties to the conversation. The act of recording can have a chilling effect on discussion and may not be conducive to collegiality and the unimpeded exchange of information and ideas. Recordings made in secret, without mutual consent, are not permitted. Any violation of this regulation may be grounds for disciplinary action up to and including possible termination.

Use of Electronic Media with 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 media with students who are currently enrolled in the District. The following definitions apply for the use of electronic media with students:

- Electronic media includes all forms of social media, such as photographs, text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn, Instagram, and Snapchat). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is 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 uses electronic media to communicate with students shall observe the following:

- The employee may use any form of professional-related social media to communicate with students.
- 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.)
- An exception to the above would be an employee who has a social or family relationship with the student (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).
- The employee is prohibited from knowingly communicating with students through a personal social media account; the employee must create a separate professional social media account for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional social presence.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student via all social media mediums.
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- 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 currently-enrolled students.

Criminal History Background Checks

Policy DBAA

Criminal history checks based on an individual’s fingerprints, photo, and other identification will be conducted on all employees. The Texas Department of Public Safety (DPS) Clearinghouse provides the District and SBEC with access to an employee’s current 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 misdemeanor, 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, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or,
 - Acts constituting abuse or neglect under SBEC rules.

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

NOTE: Any employee arrested may be placed on Administrative Leave with or without pay (noncontract employees) or with pay (contract employees) effective immediately pending the outcome of the investigation.

Alcohol and Drug-Abuse Prevention

Policies DH, DI

Northside ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District’s policy regarding employee drug use follows:

Administration

The administration shall make arrangements to cooperate with the local, state, and federal narcotics officers in the detection, prevention, and prosecution of any and all possible violations. The District is required to provide training annually for its employees in the signs and symptoms of alcohol and drug abuse.

At School, School District Facility, or School-Sponsored Event

This policy shall extend to authorized school events held at

locations other than the campuses of the District, and students attending such school functions at other locations, and invitees of a student of the school.

Lockers and cars parked on school premises may be inspected by school personnel if there is reasonable cause to believe they contain alcohol, marijuana, hallucinogenic drugs, narcotics, or other illegal drugs, controlled or dangerous substances.

Awareness, Employee

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of a controlled substance (including alcohol), as defined in state or federal laws, during work hours while at school or at school-related events outside of usual working hours. An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Awareness, Student

The Board, in recognizing the use of drugs and alcohol by students, directs the Superintendent to take immediate steps in the educational program so that students are aware of the physical and psychological dangers incurred through the improper use of drugs.

Classified as a Misdemeanor

The possession of any intoxicating beverages for consumption, sale, or distribution while on the grounds or in a building of any school in the District or while entering or inside any enclosure, field, or stadium where an athletic event sponsored or participated in by a school in the District is being held constitutes a Class C misdemeanor. (*Education Code 4.22*)

The District shall establish a drug-free awareness program to inform employees about:

1. The dangers of drug use and abuse in the work place.
2. The District’s policy of maintaining a drug-free environment.
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

Searches and Alcohol/ Drug Testing

Policy DHE Local

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. The District reserves the right to conduct searches when the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee’s personal items, work areas, lockers, and private motor vehicles parked on District premises or work sites or used in District business. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use.

Employees Required to Have a Commercial Driver’s License

The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol

and drugs by drivers of commercial motor vehicles. Any employee who is required to have a commercial driver’s license (CDL) is subject to pre-employment or random drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving 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 or at random. Testing may be conducted following accidents.

NOTE, however, the District also reserves the right to require testing of ANY employee when there is reasonable suspicion of use of alcohol or a controlled substance in the workplace. (DHE-Local)

All employees subject to alcohol and drug testing will receive a copy of the District’s policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Employee Relations Administrator.

Tobacco Use

Policies DH, FNCD GKA

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

Dress and Grooming

Policy DH Local

The dress and grooming of District Employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors, and approved by the Superintendent. Although the final determination of acceptable dress and grooming rests with the principal or immediate supervisor, the following guidelines generally apply to all professional and classified employees. Dress and grooming regulations may vary somewhat for Auxiliary staff (Custodians, Maintenance workers, etc.) but the final approval still rests with the Department Director.)

1. Shorts and skorts are prohibited (except in P.E. classes) for professional and classified staff.
2. Skirts, dresses, and culottes must be no more than 4-inches above the top of the kneecap. There should not be a cut or slit in the clothing that extends beyond the 4-inch limit.

3. Appropriate footwear of substantial construction and proper fit to guard against slip and fall incidents must be worn; tennis shoes are generally not acceptable for professional attire unless the job requires it or with shorts (when they are permitted.)
4. Hair must be neat and clean. Unconventional colored, multicolored or spiked or Mohawk hair styles are not permitted.
5. Visible tattoos, as deemed offensive or inappropriate by campus administrator, or Department Director must be appropriately covered.
6. Any clothes that are suggestive or indecent or which cause distraction are not acceptable. Specifically, oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see-through garments are not permitted.
7. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited.
8. All pants are to be full length (capri pants should be no less than four inches below the bottom of the kneecap) and worn at the waist (no “sagging” or “bagging”). Tight-fitting pants (e.g., tights, Spandex, bicycle pants, or leggings) are also prohibited. Cutoffs and intentionally frayed pants are also prohibited.
9. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry worn in the ear.
10. Collarless men’s T-shirts are generally not acceptable, except when worn as part of gym attire, worn as school colors on spirit day, or worn with jeans or shorts on occasions approved by the principal.

Applicability To Other Adults On School Campuses:

Adult volunteers, substitutes, student teachers and interns are also bound by the dress code for professional employees.

Fraud and Financial Impropriety

Policy CAA

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

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

contemplated by the District

- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the District

Accountability for Instructional Resource Materials

All Teacher Resource Materials are property of the State of Texas or Northside Independent School District and are issued to the schools, program directors, departments, or staff members by the District Textbook Office or other department or school.

Teacher Resource Materials are any materials purchased by the District or provided to the District by publishers or the state for the purpose of helping guide instructional activities. Teacher Resource Materials can be (but are not limited to) books, teacher editions, workbooks, answer keys, audio or visual aids, resource kits, resource binders, manipulatives, instructional games, computer hardware and software, calculators, and/or other equipment.

Employees may not remove Teacher Resource Materials or any parts of the Teacher Resource Materials from their campus when transferring to another campus or leaving the employ of the District. Employees may check out some materials for home use through the Campus Textbook Manager or the campus principal with permission of the campus principal.

Employees are financially accountable for the cost of lost or damaged Teacher Resource Materials or parts thereof to their school, program or department.

Conflict of Interest

Policy DBD (Local), DBD (Legal)

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

- A personal financial interest
- A business interest
- Outside employment
- Private Tutoring
- Any other obligation or relationship

Teachers are not permitted to charge students under their supervision for tutoring services.

Gifts and Favors

Policy DBD (Local)

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee’s discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, 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.

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

An employee shall not use his or her position with the District to attempt to sell products or services.

Copyrighted Materials

Policy CY

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

School Breakfast and Lunch Programs

The District operates breakfast and lunch programs in its schools which are specifically designed to serve children in the cafeterias. However, all District employees and approved visitors are welcome to purchase meals in the cafeteria. The meals should be consumed on campus. Certain Federal guidelines and District regulations govern the operation of this program. The USDA strictly prohibits the sale, trade or giving away of any food commodities. The USDA also prohibits the removal of any leftovers from the cafeteria. Food may be removed from the campus only for school-sponsored field trips. Any questions regarding this program can be directed to the cafeteria manager or to the Child Nutrition Department at 397-4512.

Associations and Political Activities

Policy DGA, Adm. Reg. HR-14

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.

Each year at the beginning of the school term, and at times throughout the year, representatives of employee organizations may seek permission from the principal and department head to visit employees with regard to membership in their organization. They may also request to visit with their members regarding concerns they might have. These visitations will be held before or after work shifts, NOT during regular working hours or during break periods as this is NISD time. Additionally these meetings need to be held in a designated place approved by the principal or site supervisor.

Representatives should check in at the office upon arrival on the campus or department. The only exception to this regulation would exist for the transportation department who will provide a schedule with dates, time, and locations for the visits.

Please show these people the same courtesies that are displayed to any visitor, and cooperate with them when possible as long as there is no disruption to the normal work schedule.

Safety and Health

Policy CK Series

The Board of Trustees, Superintendent, and administration of the District are committed to providing a safe and healthy work environment for all employees, students, and others who may work in or visit our schools and facilities. All employees are expected to comply with all safety and health requirements, whether established by the District or federal, state, or local law. While the District is not subject to the jurisdiction of OSHA, these regulations shall be used as a resource in establishing safe work procedures and practices. All employers have a non delegable duty to provide a safe and healthy workplace. It is the position of the District that quality job performance and accident prevention shall co-exist and be merged to create an atmosphere of efficiency, productivity, and safety. The ultimate safety for employees lies with each employee regardless of station, location, or rank. Each employee has an important role to play in the identification of hazards and prevention of unsafe work practices.

Employees with questions or concerns relating to Workers' Compensation benefits or safety program issues are encouraged to contact the Office of Benefits and Risk Management at 397-8720.

Employee Injuries

Any on-duty accident resulting in injury must be immediately reported to the supervisor on duty. All Supervisors with knowledge of an employee injury have the responsibility to report the occurrence to the Office of Benefits and Risk Management regardless of any assertions by the injured worker indicating they do not want to file a Workers' Compensation Claim.

If the injury warrants medical attention, the employee is required to seek medical treatment from a doctor that is in the Workers' Compensation Health Care Network (HCN). An HCN is certified by the Texas Department of Insurance in accordance with Chapter 1305, Texas Insurance Code. [A list of HCN providers](#) is available on the [NISD Intranet](#) or you may contact the Benefits and Risk Management at 397-8720.

If an employee chooses to be treated outside the HCN, the employee may be responsible for the medical bills.

Injured employees are required to submit a medical update to the Office of Benefits and Risk Management after each doctor visit, regardless of change in condition or limitations. Due to a Texas Department of Insurance (TDI) Division of Workers' Compensation (DWC) mandated seven (7) day waiting period, an employee must be unable to work at least eight (8) calendar days due to an injury before Workers' Compensation indemnity benefits will be initiated. The initial check would be issued on or about the 14th day. An employee will only be reimbursed for the seven (7) day waiting period if the employee reaches 14 days of medically supported disability. Please direct your Workers' Compensation benefits questions to the Office of Benefits and Risk Management.

General Safety

All employees are expected to work in a safe and prudent manner abiding by all safety related District policies and procedures. A clean, safe and organized work environment is essential! Using good housekeeping practices reduces the potential for accidents that may result in injury. Good housekeeping also reduces the potential for and may lessen the severity of fires, which may result in injury and/or property damage. Additionally, good housekeeping practices ensure the best use of space and creates a positive and pleasing school and/or departmental environment for students, staff, patrons and employees. Each employee is responsible for the safety and care of the building and environment. The use of tacks, nails or screws on woodwork, walls or doors is not permitted. Slips and falls are the leading cause of injuries. Be sure walkways and corridors are clean and free of obstructions.

Spills should be cleaned up immediately. Always use WET FLOOR SIGNS when mopping or performing wet floor care procedures. Ladder safety is an important method of preventing falls. Do not stand on rolling chairs or tables. If you must use a chair as a ladder, ask someone to "spot you." Use the buddy system.

Back injuries resulting from improper lifting are another leading cause of employee injuries. Always practice proper body mechanics when lifting bulky or heavy objects. Break down large or heavy loads when possible. Get assistance with heavy objects. Use a back safety belt only after receiving proper fitting and training.

Lighted candles or open flames will not be used for any purpose in schools or departments (only as related to established and approved curriculum). Pyrotechnics in school buildings or on school grounds is strictly prohibited. The use of decorative lighting such as light strands requires approval from the campus/department Safety Coordinator or Risk Management Safety Specialist (397-8720).

The HR-22 Fleet Safety Administrative Regulation applies to District employees who use District owned, rented, or leased vehicles while furthering the business of the District. District employees should practice safe driving techniques to prevent injuries, collisions or damage and traffic violations. Driver records will be evaluated under District guidelines to determine an employee's eligibility to drive.

Safety and Protective Equipment

Employees are required to use all safety and personal protective equipment in the performance of their duties as required or directed by the supervisor. Safety glasses, chemical gloves, and District approved shoes are a few examples of protective equipment employees are required to use.

Communicable Diseases

Certain infectious diseases are transmitted through contact with the body fluids of an infected person. Persons having contact with liquid secretions such as blood, urine, vomit, feces, saliva, tears or other body fluids should follow these procedures to minimize potential exposure:

1. Disposable gloves and safety glasses should be worn when handling any person, clothing, or equipment with body fluids on them.
NOTE: Care should be taken to avoid the use of disposable latex gloves if an employee has an allergy or sensitivity to latex. Disposable vinyl or rubber gloves may be a safe alternative to latex gloves.
2. Plastic mouthpiece or other authorized barrier/resuscitation devices shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.
3. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary precaution:
 - a. Double gloves should be worn when handling sharp instruments.
 - b. Employees should not place their hands where sharp instruments might be hidden. A visual search of the area should be conducted using a flashlight when necessary.
 - c. Needles should not be recapped, bent, broken, removed from a disposable syringe or in anyway manipulated by hand and should be placed in a puncture safe container when collected for evidence or disposal purposes.
 - d. Sharp instruments should not be passed from one person to another. The passing person should lay the instrument down and it should be picked up by the receiving person.
4. Employees should not smoke, eat, drink, or apply make-up around body fluid spills.
5. Any blood-soaked items should be placed in leak proof bags for evidence or disposal purposes.
6. Any person coming into contact with blood or body fluids should wash their hands thoroughly with soap and hot water.

Texas Hazard Communication Act

Policies DI

As required by the Texas Hazard Communication Act (revised 1993) codified as Chapter 502 of the Texas Health and Safety Code, the District provides employees with specific information and training on the hazards of chemicals, measures to protect themselves from these hazards, including appropriate personal protective equipment.

The District has a non delegable responsibility to train all employees who work with chemicals as to the location of Material Safety Data Sheets (MSDS), hazards associated, and Personal Protective Equipment (PPE) required prior to an employee working with chemicals.

Each District location has **Material Safety Data Sheets** (MSDS) for chemicals and hazardous materials found at that specific location. The MSDS's are available for the employee's use and review at any time. It is the employee's responsibility to familiarize him/herself with the following related to each chemical and hazardous material:

- How to recognize hazardous substances
- The properties and hazards of each chemical
- Safe handling procedures
- What to do in the event of a spill or accidental release
- How to control exposure to the substance
- First-aid procedures

Each District employee working with hazardous chemicals is required to review the chemical label and MSDS before use. It is the employee's responsibility to ensure that each chemical container is properly labeled for easy identification of its contents. Contact your supervisor for access information to your campus/department chemical list and MSDS's.

Asbestos Regulations

Policy CKA series

The Asbestos Hazard Emergency Response Act (AHERA) requires that notification of the availability of Asbestos Management Plans be made to all District employees each school year.

As required by Environmental Protection Agency regulation 40 CFR Part 763 Subpart E, Northside Independent School District hereby notifies District employees that an Asbestos Management Plan is available for review in the administration office of schools and facilities. Periodic inspections of all identified asbestos containing materials are made at least every six months. Certified re-inspections are conducted every three years.

Pesticides Regulations

Policies CLB, DI

In accordance with the Texas Structural Pest Control Act, article 135b-6, Northside Independent School District hereby notifies District employees that pesticides are periodically applied at District facilities. The District has adopted an Integrated Pest Management (IPM) plan and will integrate IPM procedures for the control of structural and landscape pests.

Employees, as building occupants, should be concerned about the safety and effectiveness of the pest control methods used. The most important responsibility of the staff is sanitation. Much of the prevention and reduction of pest infestation at District facilities depends on a clean environment. Employees should immediately report any evidence of pest activity to school administrators or the facility director. Additional information is available through the school principal or facility director, and District IPM Coordinator in the Facilities Department.

Notices of planned pest control treatment will be posted in a District building forty-eight (48) hours before the treatment begins. Notices are generally located in common access areas within the building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests

individualized notice will be notified by telephone, written or electronic means. Pest control information sheet are available from campus principals or facility directors, or the District IPM Coordinator in the Facilities Department.

Clean Air Act

The Clean Air Act addresses chlorofluorocarbon (CFC) in the atmosphere. It is the policy of the Northside Independent School District to conform to Section 608 of the Clean Air Act amendments of 1990 and the Environmental Protection Agency recovery and recycling regulations. The Clean Air Act addresses Chlorofluorocarbon (CFC) in the atmosphere. The District's technicians shall not knowingly release/vent refrigerants into the atmosphere during the service, repair, maintenance and disposal of air conditioning and refrigeration equipment. Northside requires service technicians to be trained and certified to recover/recycle refrigerants.

Campus Safety Procedures

1. **Drills.** Principals shall conduct fire, tornado, or other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available.
2. **Emergency Plans.** Each school shall have effective emergency procedures that can be implemented on short notice and that will ensure optimum safety for students and school personnel.
3. **Evacuation Procedures.** The Superintendent or a designee shall design and implement a system to familiarize employees and students with evacuation procedures and shall ensure that evacuation diagrams are appropriately posted.
4. **Fire Extinguishers.** Fire extinguishers shall be kept in each building and all District employees (instructional, operational, and cafeteria) shall know where to find them and how to use them.
5. **Electrical Heating Appliances in the Classroom.** The City of San Antonio has informed the District that reheating and serving food in the classroom on a regular basis violates City health, safety, and fire regulations. Teachers are discouraged from using microwave ovens, hotplates and other electrical heating appliances in their classrooms, unless carefully supervised and used as a part of an approved curriculum.

Crisis & Emergency Resource Manual

District facilities have been supplied with a Crisis & Emergency Resource Manual. The Crisis Manual provides each campus with instructions and resources needed to develop its own unique and appropriate crisis management plan. Guidelines for prudent response in a variety of crisis/emergency situations are included in the manual. District employees required to respond in emergency situations should thoroughly review the crisis manual.

The District has also enacted the Northside **Safeline** a 24-hour anonymous school safety call-in program. Anyone that sees or hears something that could cause someone to get hurt or that may cause property damage is encouraged to call **397-SAFE**.

Possession of Firearms and Weapons

Policies FNCG, GKA

A person commits an offense if the person knowingly, intentionally, or recklessly possesses or goes with a firearm, illegal knife, club or prohibited weapon listed in Penal de 46.05(a) onto the physical premises of a school or educational institution or any grounds or building in which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, unless pursuant to written regulations or written authorization of the District. Penal Code 46.03 [See also *FNCG*]

“Premises,” for purposes of the paragraph above, means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Penal Code 46.035(f)(3) A person commits a third degree felony if the person, by exhibiting or using or threatening to exhibit or use a firearm, interferes with the normal use of a building or portion of a campus or of a school bus being used to transport children to and from school-sponsored activities. *Education Code 37.125.*

Visitors in the Workplace

Policy GKC

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

General Procedures

Employee Identification Badge

Each employee of the District is issued an identification badge upon employment which must be worn and be visible at all times while on duty. Lost or damaged badges are replaced in the Human Resources Office at the employee's expense. Badges damaged in a work related occurrence will be replaced free of charge. Employee badges must be surrendered upon departure from the District.

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, www.nisd.net, send an announcement through Twitter, Facebook and notify all local radio and television networks.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each facility 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 using approved MUNIS procedures and must be approved by appropriate designated approvers. 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 at 397-8700 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees should use the Employee Self Service website for updates to most personal information. For updates not included in ESS, employees are to notify the Human Resources Department. The Employee Self Service website is located at: <https://tylerweb.nisd.net/mss/>

Personnel Records

Policy GBA

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

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

The choice to not allow public access to this information may be made at any time by submitting an online request to the Human Resources Department. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The Office of Business and Financial Services is responsible for scheduling the use of facilities after school hours. Call 397-8500 to request to use school facilities and to obtain information on the fees charged.

Attending College While Employed

Northside employees are encouraged to continue their education while working for the District. Seeking advanced degrees or additional certifications are worthwhile goals.* However, employees are expected to follow the established work schedules of the campus, department or facility. Adjusting an employee's work schedule to attend professional development classes is not permitted because the District has an obligation to meet the service delivery needs of its students, parents and the community during established business hours.

* NISD has additional information on educational and teacher certification opportunities on the HR website at <http://nisd.net>.

Termination of Employment

Resignations

Policy DFE

Contract Employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Human Resources Department. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educators Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to the Texas Education Agency on page 38.

Noncontract/At-Will Employees (Auxiliary/Classified/Some Professional)

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

Dismissal or Nonrenewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF, DFCA, DFFA, DFFB, DFFC

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines 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 time lines and procedures can be found in the DF series policies that are provided to employees or are available on line.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee

for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. 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 24.)

Exit Interviews and Procedures

Policy DC and CY

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

Reports to Texas Education Agency

Policy DF

The dismissal of any TEA certificate holders, including professionals and paraprofessionals, must be reported to the Division of Investigations at TEA whenever the resignation or termination is based on the existence of evidence that the employee was involved in any of the following:

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

The superintendent is also required to notify TEA when any TEA-certificated employee resigns and there is reasonable evidence that would support a recommendation to terminate employment because of the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has reported a 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 of federal jurisdiction.

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the District Title IX coordinator. Questions or concerns about discrimination on the basis of disability should be directed to the District ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

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.
(See Policy FL-Legal for additional information)
- School officials with legitimate educational interests

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

Individualized Education Plans

Policy EHBAB

Students receiving Special Education Services have Individual Education Plans (IEPs) that are available for viewing in the Curriculum Management Systems (CMS). These IEPs can be accessed year-round and are updated annually or anytime changes occur.

Professional employees as teacher of record, counselors, campus administrators and professional staff that work directly with the student are required to access the Curriculum Management System and become familiar with their students' plans. If employees do not have an educational need to do so, they should not access the students' IEP's.

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen), 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 policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI(Local)

Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee. Retaliation against anyone involved in the complaint process is a violation of District policy. (Refer to FFI (Local) for definitions, examples and procedures related to Bullying.)

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.

Employment of Youth (Student Workers)

Fair Labor Standards Act (FLSA)

There are specific jobs and regulations as determined by the Department of Labor that minors can perform. However, the minor must be at least 14 years of age on the first day of the established employment date.

During the regular school year, Northside employs qualified students who are enrolled in the Student Work Program. Likewise, during the summer months some Northside departments may have other employment opportunities available to minor students.

In either case, students being considered for employment must follow Northside's pre-employment procedures including the completion of the online employment application. If additional information is needed regarding the hiring of youth below the age of 19 years old, hiring officials should contact the Human Resources Department.

SECTION TWO

Teachers and Other Professional Employees

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the District is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Texas law 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 NCLB is sent. Inappropriately certified or non certified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Human Resources.

Teacher Transfer Information

A teacher requesting a transfer to another campus before the school year begins must submit his or her request no later than the 45th calendar day prior to the first day of school. 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

Policies DEA, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed according to the work schedules and work calendars set by the District. A school calendar is adopted each year designating the work schedule for employees, including all school holidays. Notice of work schedules including required start and end dates and scheduled holidays are available on line at: <http://intranet.northside.isd.tenet.edu/HumanResources/calendar-pages/calendarpage.htm>.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45

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

Teacher Evaluation and Assessment

All Northside professional employees are evaluated at least annually and in accordance with state laws and local policy. In June, 1997, the Board of Trustees adopted the following guidelines for the evaluation of teachers.

All classroom teachers will be appraised with either the **Professional Development and Appraisal System (PDAS)** or the **Alternate Teacher Appraisal Record (ATAR)**. All requirements indicated by the PDAS will be followed unless otherwise specified in Board Policy. Appraisal records and other documentation developed as part of the PDAS or the ATAR may be used for staff development purposes OR employment decisions.

A teacher whose performance meets any of the following circumstances will be designated as a "teacher in need of assistance":

- (1) a teacher who is evaluated as unsatisfactory in one or more domains; or
- (2) a teacher who is evaluated as below expectations in two or more domains.

When a teacher is designated as a teacher in need of assistance, the appraiser and/or the teacher's supervisor shall, in consultation with the teacher, develop an intervention plan such as the one on the Staff Development website.

The frequency of observations required under PDAS requirements varies according to the experience level, contract status, and previous evaluations of the individual teacher. These requirements are also detailed on the Staff Development website.

The entire policy (found on the Staff Development website) also details regulations regarding choice of observers, scoring procedures, types of observations (formative vs. summative), the 3-year cycle for observations, the appraisal calendar, qualifications of appraisers, time waivers, "wave off" procedures, conferences, the teacher "self-report," and grievance procedures. Copies of the Scoring Criteria Guide which sites examples of each rating in each domain are available from the principal. Teachers can also consult with their principals for additional information regarding the appraisal process and regulations.

Evaluation procedures for other professional employees are established and can be explained in detail by the principal or immediate supervisor. NISD is piloting the T-TESS (Texas Teacher

Evaluation and Support System) at some campuses. PDAS will not be used at the pilot schools.

Staff Development for Teachers (Generally)

Northside is committed to support and inspire teachers who impact students. That is why quality professional/staff development is a priority of our District.

The Texas Education Agency (TEA) rules require that all classroom teachers who obtained a teacher certificate on or after Sept. 1, 1999 complete at least 150 clock hours of continuing education (CPE) during each five-year period. The guidelines encourage teachers to complete a minimum of 30 clock hours of CPE each year of the renewal period. Northside has been approved as a provider of these staff development hours. If you complete the Northside professional development requirements of 12 hours of Teacher Choice and 18 hours of campus or District-led staff development, you will meet the state guideline of 30 hours per year.

Staff Development Days fall into four categories: District-Led Staff Development, Campus-Led Staff Development, Teacher Choice Days, and Elementary/Middle School Early Release Days. District and Campus-Led Staff Development Days are scheduled for the week of **August 17-21, 2015, October 12, 2015, November 23-24, 2015 and February 15, 2016**. The remainder of the time on those days is designated for teacher workdays.

Campus-Led Staff Development

Campus-Led staff development must be predominantly campus-based, aligned with identified student needs, related to achieving campus performance objectives as outlined in the School Improvement Plan, and developed and approved by the School Advisory Team (SAT).

The campus staff development activities may be conducted using study teams, individual research, peer coaching, workshops, seminars, conferences, online learning, or other reasonable methods that have the potential to improve student achievement.

Teacher Choice Days

Teachers are responsible for participating in two days of staff development of their choice (see criteria below), with **prior** approval of the principal or his/her designee. This time requirement can be met by a series of sessions outside of normal duty time including campus-based retreats. A teacher's completion of the staff development requirement must be related to Domain VI on the Professional Development and Appraisal System. Please note that non-completion of the appropriate hours will result in a teacher's pay being docked accordingly.

Criteria for "Teacher Choice" staff development activities:

- A. Must be completed between May 1, 2015 and April 30, 2016;
AND
- B. Six hours must focus on classroom instruction and be applicable to the teacher's current instructional assignment.
- C. The remaining six hours may focus on classroom management, technology, or other content specifically related to the campus improvement plan, District's Academic Standards and Instructional Goals, and/or the most recent appraisal on the PDAS.

All activities must have prior approval by the principal or his/her designee or Teacher Choice credit will not be honored.

Choices available to teachers for fulfilling the Teacher Choice professional development hours include staff development activities conducted on non-contract time by:

- A. The District
- B. The teacher's campus
- C. Other Northside campuses (requires approval of both principals)
- D. *Other agencies (e.g. Regional Service Centers, other school districts, professional associations). Prior approval by the teacher's principal or principal's designee is required.

Note: The following may NOT count for Teacher Choice credit.

- University Courses taken for degree or certification purposes
- Courses in which teachers are paid a stipend to attend
- Curriculum Writing
- Benchmark Question Writing
- Presenting Staff Development

*Special Studies/Self Study: Individuals, teams, grade levels, or departments may submit proposals for study, research or other types of professional development. Proposals are subject to prior approval of the principal and Director of Organizational and Staff Development. A form for proposals can be found on the Staff Development website. Upon completion of the proposed study, credit may be given toward the teacher choice professional development hours.

*Transfer Credit for courses/workshops/conferences taken outside of Northside ISD MUST be submitted by specific deadlines (listed on ERO) to be added to your transcript for Teacher Choice/CPE documentation.

All teachers have access to an electronic catalog of professional development opportunities offered by the District. The most current catalog can be accessed online at <http://ero.eschoolsolutions.com>. If you need assistance accessing the catalog or if you have questions, please contact Carol Pett at 397-7922.

Early Release Days Elementary and Middle Level Only –

The following dates have been designated as Early Release days for all elementary and middle school campuses:

Friday, September 18	Friday, January 29
Friday, October 23	Friday, February 26
	Friday, May 6

Early release days are a privilege and are intended for students to be released early so that campus staff are provided time for staff development activities. Those activities may include: an opportunity to plan together, enhance existing skills, share effective strategies, reflect on curricular and instructional issues, analyze student achievement results, reflect on students needs and means of increasing student strengths, conduct parent-

teacher conferences, develop meaningful programs for students, appropriately implement site-based decision making, and conduct action research.

Staff Development for Gifted/Talented Teachers

The Texas Education Agency requires teachers who provide instruction and services which are part of the program for gifted students to have a minimum of 30 hours of professional development that includes **nature and needs** of gifted students, assessing student needs, and instruction for gifted students. These teachers include kindergarten, GT/Enrichment teachers (ALPHA), Honors/pre-AP, Advanced Placement, and Dual Credit. The 30-hour requirement must be completed prior to placement in the position, OR no later than the first semester after being appointed. They must also complete six (6) hours annually of professional development in gifted education (during the May to May time frame.) Administrators and counselors who have authority for program decisions must have a minimum of six (6) hours of professional development that includes nature and needs of gifted students and program options.

Career Ladder and TIRP

Northside teachers who were placed on the State Career Ladder will continue to receive the Level II or Level III stipends, as long as their employment continues in a teaching position within the District. New teachers hired into Northside who were placed on Teacher Incentive Reward Program (TIRP) will continue to receive this stipend, subject to Board approval.

PLEASE NOTE that when a teacher leaves Northside, the rights to the Career Ladder or TIRP are forfeited, except in the case of an approved leave of absence. Since 2002-2003 new teachers transferring into Northside from another District are not eligible for participation in TIRP.

Likewise, existing teachers who are promoted to a midpoint based position will no longer receive Career Ladder or TIRP, even if returning back to a teaching position.

Substitute Teaching Credit

Teachers who have performed substitute teaching duties in the past will be eligible to count the experience for salary increment purposes only if the following three conditions are met:

1. they must have held a valid teaching certificate at the time the duties were performed
2. the school(s) must have been accredited, and
3. the number of days worked in each year must meet the minimum requirements (either 85 or 90, depending on the years in which the substitute duties were performed.)

It is the teacher's responsibility to provide proof of eligibility for creditable years or experience. Contact Human Resources at 397-8600 for more information.

Obtaining Prior Consent for Student Surveys

Teachers shall not require students to submit to a survey, analysis, or evaluation that reveals information concerning the following topics without prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without prior consent of the parent or guardian. Topics covered by this provision are:

1. Political affiliations.
2. Mental and psychological problems potentially embarrassing to the student or his or her family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). *20 U.S.C. 1232h(b)*

NO SURVEYS MAY BE ADMINISTERED TO STUDENTS WITHOUT PRIOR REVIEW AND APPROVAL BY THE PRINCIPAL.

Supervising Paraprofessionals in The Classroom (NCLB)

One of the provisions of the No Child Left Behind Act of 2001 requires that teachers in Title I schools provide direct supervision of paraprofessionals who give instructional support to students. The U.S. Department of Education's final regulations specify that a teacher must do three things in providing direct supervision to instructional assistants: 1) Plan the paraprofessional's instructional activities, 2) Evaluate how the paraprofessionals' students are performing, and 3) Work in the same classroom as the paraprofessional.

- 1) Paraprofessionals make a valuable contribution to the students' education, so it is the District's responsibility to use their time wisely. Part of this effort is planning the paraprofessionals' activities including such permitted instructional support tasks as: small and large group instruction, one-on-one tutoring, classroom management, computer-based instruction, translating, or other instructional support.
- 2) The classroom teacher has the final responsibility for evaluating the achievement of students with whom paraprofessionals are working. Student achievement should be reviewed with enough frequency and detail to understand how each student is performing.
- 3) Paraprofessionals should be working in the presence of the classroom teacher for most or all of the school day. If the paraprofessional is not working in the physical presence of a teacher, he/she should be monitored frequently in order to ensure that appropriate instructional strategies and classroom management skills are being demonstrated and educational objectives are being met.

SECTION THREE

Classified Staff

(Secretaries, Clerks, Instructional Assistants, some Technical Staff)

Physical Examination

A pre-duty physical examination is required and paid for by the District for certain classified personnel. A physical examination may be required of any employee at any time when the employee's condition interferes with the performance of regular duty.

No Child Left Behind Act of 2001

The No Child Left Behind Act (NCLB) requires that, all instructional assistants in Title I schools must either: a) possess an associates degree or higher, OR 2) have completed two years of college course work, OR 3) demonstrate the ability to assist in instruction and pass a District-approved rigorous exam in the areas of reading, writing, and mathematics. NISD is responsible for verifying compliance with this employment eligibility requirement. For additional information on the requirements and the options for complying with them, either contact Human Resources at 397-8603 or consult the NCLB website at <http://www.nisd.net/human-resources/jobs/nclb>.

Voluntary Transfers

Employees who want to transfer from one job to another may use the established procedures for applying for vacancies. Eligibility criteria are stated in the Job Announcement. (See Policy DK-Local and Administrative Regulation HR-11 and HR-12.)

Placement Assistance

Under certain circumstances, "Placement Assistance" may be provided by Human Resources to Auxiliary/Classified personnel. Those persons eligible for consideration for placement assistance are:

1. Auxiliary/Classified employees who lose their jobs due to program changes, position elimination or budget cuts, or
2. Auxiliary/Classified employees who are recommended by the principal or department head due unusual or extenuating circumstances agreed upon by the supervisor and the human resources administrator
– *Who also...*
3. meet or exceed the District performance standards for the current employment year,
4. and meet the eligibility requirements of the vacancy that the campus/ department hopes to fill.

Transfers during the school year are discouraged and are only allowed by mutual consent of both the "sending" and "receiving" campus or department, and with the approval of the Human Resources Department.

NOTE: These guidelines do not alter the at-will status of the employee, nor do they imply or create a contractual relationship between the employee and the District.

Staff Development

Paraprofessionals are expected to attend any District Staff Development sessions designed for them. Instructional Assistants should check with their supervisors to determine which training sessions they are required to attend (if any). The assistants assigned to Library, PE, Pre-K, and Special Education will be expected to attend staff development with the professional staff member with whom they are assigned—unless informed to the contrary. Participation in such staff development will be determined by the principal.

Most Staff Development days are marked on the District' Annual Calendar. (See page 7) Classified staff who sign up for District-approved classes, such as Technology, must complete the "Staff Development Approval Form" found on the Human Resources and Technology Intranet sites.

Performance Evaluations

Policy DN; Administrative Regulation HR-33

District Policy requires that all employees be evaluated at least once a year. Supervisors use different appraisal instruments for different employee groups. Classified and Auxiliary employees are evaluated using the Performance Management System, adapted for NISD employees from the Texas Association of School Board's model employee appraisal system.

The employee's performance of assigned duties and other job related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated. Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year.

The appraisal process is an on-going cycle of observation, feedback, support and improvement. However, it can also be viewed as having a beginning, middle and end within the cycle, especially when applied to new employees or employees newly assigned to a supervisor:

- Establishing and communicating performance expectations
- Ongoing observation
- Mid-year review of performance (required if employee not meeting District standards)
- Employee self-evaluation (optional)
- Annual written evaluation
- Formal evaluation conference

NOTE: A “mid-year” evaluation can take place at any time during the evaluation cycle. It is considered a *formative* rather than *summative* evaluation and a supervisor may conduct it at any time deemed necessary and appropriate to measure the employee’s level of performance.

All employees shall receive a copy of their annual written evaluation. Employees may present complaints regarding the evaluation and appraisal process in accordance with the District’s complaint policy for employees. [See Policy DGBA]

Work Hours/Duty

All Classified employees, regardless of the job location and classification, will work the same number of hours. All full-time employees are compensated on an eight (8) hour workday unless otherwise indicated on timesheets. Classified staff who are paid from any state or federally funded program, must provide 90 percent of their service to the programs which fund their position. They may be assigned other duties no more than 10 percent of the time (45 minutes daily).

- Breaks are not a requirement of the Department of Labor, but instead are a benefit from the District. Generally, employees are allowed one 15-minute paid break as authorized by the supervisor for each four hours of work and may only be taken at times convenient to the work schedule. Break time may not be taken to extend the meal period, and may not be accumulated. Employees may not leave the premises during break time.
- Meals – Employees working eight (8) hours are required to have a non paid meal break, generally for thirty (30) minutes during their work period.

Progressive Discipline Procedures

Adm. Reg. HR-32

Employees who violate policies and procedures may be counseled either orally or in writing. The written Progressive Discipline Report cites the policy or procedure that has been violated and the conduct constituting the violation. Any recommendation for suspension or termination must be communicated by the principal/director to the Director for Human Resources before the suspension action is taken.

Overview

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District consistent with procedures approved by the Superintendent. An at will employment relationship triggers no due process requirement nor right. Nothing in District regulations grants at will employees a property interest in their position.

Although the District adheres to the employment at-will doctrine, the use of a progressive discipline system by supervisors is required. Employees are expected to conform to reasonable standards of performance and conduct. If an employee is unable to maintain these standards, Progressive Discipline may be required. Supervisors are encouraged to use the Guidelines for Progressive Discipline outlined below to assist employees in correcting

deficiencies that are remediable. Progressive Discipline is not intended to address serious employee violations that could result in immediate termination of an employee. (Additional guidelines for the use of Progressive Discipline are found on the HR Intranet site.)

Goals of Progressive Discipline

1. Promote standards of employee conduct and supervisory practices which will support the effective operations of the school district
2. Promote fair and consistent employee discipline practices
3. Address employee discipline problems constructively and avoid termination whenever possible
4. Promote the application of a progressive system which imposes increasingly severe penalties as the seriousness of the offense increases, or as repeated offenses occur

Training and Development

Human Resources provides training for supervisors in the effective use of the Progressive Discipline procedures. The Guidelines for Progressive Discipline is available on the HR Internet and it contains all the information to support successful implementation of the Progressive Discipline procedures. Persons with supervisory responsibilities should receive training prior to using the Progressive Discipline and should use the Guidelines when writing Progressive Discipline reports.

Steps in Progressive Discipline

Procedures for using Progressive Discipline should be applied fairly and consistently with all employees under one’s supervision. When appropriate to do so, the steps to follow in the Progressive Discipline process are:

Counseling

Progressive discipline normally begins with a counseling session initiated by the supervisor as soon as a problem occurs. Verbal counseling usually precedes a written counseling report for the same performance or behavior issue.

Reprimand/ Warning

If the counseling session does not correct the undesired behavior, a reprimand/warning may follow. The reprimand/warning consists of a written statement that informs the employee of the nature of the problem and the changes required. The reprimand/warning should include a history of the previous failed attempts to improve performance as well as the specific consequences that will follow for continued failure to improve. The employee should understand that a recommendation for suspension or termination may follow if improvement is not demonstrated. Human Resources should be involved in drafting the wording of the warning.

Suspension

If the warning does not correct the undesired behavior, a recommendation to suspend the employee may follow. A suspension separates the employee from the work environment and is generally for one to three days without pay, depending on the nature or frequency of the violation.

A suspension with pay is issued when an investigation of a serious

offense is necessary. When this occurs, an employee is placed on Administrative Leave with pay. The separation from work allows the supervisor and/or Human Resources time to investigate the circumstances and consult with legal counsel before making a final recommendation to terminate employment—if needed.

Examples of performance problems which result in administrative leave pending investigation for possible termination could include but are not limited to: illegal conduct with a student, including any form of sexual or physical abuse or involvement with drugs or alcohol; a sexual harassment complaint brought against an employee; flagrant and abusive insubordination; being at work under the influence of alcohol or drugs; deliberate destruction of District property; theft of District or employee property; fighting; major violation of safety instructions, procedures, or policies that endangers or injures employee or others; falsifying District records; possession of weapons or explosives; and indecency or immoral conduct.

NOTE: There is an exception to the usual rule of progression to the suspension level, if an employee is being disciplined for excessive absences. Rather than suspend an employee for excessive absences, a supervisor may issue a second Reprimand if appropriate, before recommending termination.

Termination

If the suspension does not correct the undesired behavior or in the event of serious misconduct without the need for suspension, a recommendation to terminate employment may follow. This is the final step in the Progressive Discipline sequence and should never be taken without the advise and consent of Human Resources Administration. (See *PER-18*)

If supervisors believe that some form of disciplinary action is warranted, Human Resources administrators may be consulted prior to taking the action, and must be consulted prior to imposing a suspension or taking action to terminate an employee.

Overtime Compensation Explained

Overtime compensation is paid to FLSA Non-Exempt employees in either compensatory time, or in cash. The default method for overtime payment in Northside ISD is compensatory time, although exceptions can be made with approval by the Superintendent or his designee, which is the Assistant Superintendent for HR. The Overtime Request for Cash Payment Form is used to request cash payment for overtime.

When overtime is paid in compensatory time, it is paid at the rate of 1.5 hours for each hour over 40 that the employee physically works. When overtime is paid in cash, it is paid at the rate of 1.5 times the employee's regular rate of pay.

Example 1 – Overtime During Normal Week

If an employee is paid at a regular hourly rate of \$8.00 per hour, and works 46 hours during the standard workweek, the employee is entitled to \$320 regular pay, plus 9 hours (6 hrs x 1.5 OT) of compensatory time:

40 hours @ \$8.00/hr = \$320 regular pay

6 hours OT @ 1.5 = 9 hours Comptime

Example 2 – Workweek That Includes Paid Holiday

If Monday is a paid holiday, and the employee works 8 hours on Monday anyway, then the employee will have physically worked 40 hours, and will be paid for 8 hours of holiday pay. There is no overtime, because the employee did not physically work more than 40 hours.

40 hours @ \$8.00/hr = \$320 regular pay

8 hours paid holiday = \$64 paid holiday

Example 3 – Sick Leave Used During Workweek

If an employee is sick one day during the week and uses 8 hours of sick leave, but then works an extra 10 hours outside of the normal schedule, there is only overtime for hours actually worked over 40.

8 hours paid sick leave = \$64 sick pay

40 hours @ \$8.00 = \$320 regular pay

2 hours OT @ 1.5 = 3 hours comp time

Work Shifting to Avoid Overtime: If you are a Non-Exempt employee, and you've worked extra hours early in the workweek, your supervisor might send you home early or ask you to come in late, to ensure that you do not physically work more than 40 hours in that week.

Using Accrued Comp Time: You may use your accrued comp time during your employment with the District, but you must have approval of your supervisor, to ensure that business operations will not be adversely impacted. Likewise, your supervisor may relieve you of your duties in order to utilize your comp time.

Comp Time Balance Upon Separation: If you have a comp time balance when you end your service with the District, or when moving from an FLSA non-exempt position to an FLSA exempt position, you will be paid for that comp time at your rate of pay at the time you separate.

SECTION FOUR

Auxiliary Staff

(Transportation, Child Nutrition, Maintenance, Police Department)

Physical Examination

(Board Policy DBB)

A pre-duty physical examination is required and paid for by the District for certain Auxiliary personnel. An examination may be required of any employee at any time when the employee's condition interferes with the performance of regular duty.

Work Hours/Duty

Work hours have been established for each department to meet District needs.

Employees are required to work additional hours on an "as needed" basis. The official work week begins at 12:01 a.m., Saturday morning, and ends on Friday at 12:00 p.m. Hours worked include all time spent working on District Business. Meal periods - Employees working eight (8) hours are required to have a non-paid meal break. Meal breaks may not be used at the end of the work day.

Leaving the campus for a meal break is discouraged. However, employees must clock out if they leave campus and clock back in before returning to their work assignment. Breaks are not a requirement of the Department of Labor, but instead are a benefit from the District. Generally, employees are allowed one 15-minute paid break as authorized by the supervisor for each four hours of work and may only be taken at times convenient to the work schedule. Break time may not be taken to extend the meal period and may not be accumulated. Employees may not leave the premises during break time.

Holiday Pay

Employees eligible for holiday pay will be subject to the following:

1. Any holiday rescheduled as a school day, due to bad weather make-up or other, will be reclassified as a work day.
2. Employees assigned to work on scheduled holidays but are absent without a doctor's excuse will forfeit holiday pay.
3. Employees not working immediately before and/or after a scheduled paid holiday will forfeit up to TWO (2) days of holiday pay.

Approved exceptions are as follows:

1. Employee is on Jury Duty the day absent.
2. Employee is on military leave - short term, on the day absent.
3. Employee is on sick leave for personal illness or illness of a member of the immediate family and has a signed statement from a physician stating that the employee or family member was under the physician's care the date of absence, for example an approved leave of absence.
4. Employee is on a pre-approved vacation day.
5. Employees tardy or leaving early (prior to completion of the shift) will not be penalized (loss of holiday pay). However, they will only be paid for hours worked. We ask employees not to take advantage or abuse this procedure.

Holidays (Paid)

Maintenance, Custodians, Warehouse

July 3 Dec. 24-31, Jan. 1
Sept. 7 March 25
Nov. 26, 27

Child Nutrition-Cafeteria Workers

Sept. 7 Dec. 21-25
Nov. 26, 27 March 17, 18

Transportation-Bus Drivers, Assistants

Sept. 7 Dec. 21-25
Nov. 26, 27 March 17, 18

Driving Standards/Insurability

Admin. Reg. HR 22

The District conducts regular checks of all employees who drive a District vehicle to ensure eligibility for District insurance coverage. However, it is the responsibility of the employee to notify his/her supervisor immediately should he/she become ineligible to drive, (e.g., DWI, lost license, traffic violations, etc.). Failure to comply may result in termination of employment.

Vacation Approval

Policy DED Local

Vacation must be scheduled in advance and is subject to Departmental approval and internal Departmental procedures. Departments reserve the right to deny approval of vacation to employees requesting vacation during peak work periods or at any other time deemed as critical by the supervisor based on the operational needs of the Department.

Pay Records for Bi-Weekly Auxiliary Employees

NISD facilities are equipped with time clocks. It is a District requirement for each employee to clock in each day upon reporting to work and clock out when departing work. The time card must be signed by the employee certifying that it is correct.

NOTE: It is strictly prohibited to clock another employee in or out of work.

Each employee's official pay record is submitted to the Payroll Department bi-weekly. The employee is required to sign his/her time card/ sheet certifying that it is correct. If there is an error, the employee should notify his/her supervisor for the correction to be made before signing the time card/sheet. Should the employee be absent on the last workday of the week, the time card/sheet must be signed immediately upon returning to service. The employee should notify the supervisor for review and correction if necessary.

Absences for District-recognized leaves from work must be recorded and initialed on the time card/sheet by the supervisor in lieu of clocked time. Any blank days on the card/sheet will be without pay. Employees who are going to be out for an extended absence or vacation, should complete the time card/ sheet before leaving for the extended absence.

Employee Self Service

Employees are encouraged to use the Employee Self Service module in MUNIS for accessing information about their paychecks, W2 and W4 forms and Direct Deposit information. Auxiliary employees who do not have access to a computer in their home may request access to a computer at their NISD worksite, either in the campus library or at another location designated by the principal or facility manager. Employees should contact their immediate supervisor for assistance.

KRONOS Automated Time Clock System

The KRONOS system allows an employee to “clock” in and out by inserting a bar code identification badge into the scanner of a computerized time clock terminal. The data is polled by a network server computer and can be edited or corrected by an authorized KRONOS operator from a personal computer. Punch Detail Reports are generated and signed by the budget manager for approval to pay employees. Reports are generated and provided to supervisors and budget managers for management purposes. Pay period data is uploaded to the District mainframe computer in order to generate paychecks.

Time Clock Procedures: The following procedures are to be used by appropriate personnel for reporting their time to the KRONOS system:

1. An employee may not report or be on a paid status until they swipe/punch in with their ID badge, which should be in their possession at all times.
2. An employee may clock in up to 7 1/2 minutes prior to the official starting time.
3. An employee may clock in up to 7 1/2 minutes after the official starting time. This grace period will not be considered an excuse for tardiness.
4. An employee may clock out up to 7 1/2 minutes after the official departure time.
5. An employee may clock out up to 7 1/2 minutes prior to the official departure time. This grace period will not be considered as a reason for early departure from assigned schedule.
6. An employee must clock out when leaving assigned work schedule or campus for personal reasons unrelated to assigned tasks.
7. An employee has the responsibility to fill out his/her absences from duty on an approved form provided by the department and submit the documentation to his/her supervisor for approval and input into the system.
8. An employee is responsible for maintaining possession of his/her ID badge at all times for the purpose of clocking in/out. Employees must report lost badges or temporary misplacement of badges to immediate supervisor. Failure of non-compliance may be subject to appropriate disciplinary action.
9. Holiday Pay. Paid holidays are calculated based on standard

work week hours for the position. A standard work week does not include extra hours or overtime pay.

Performance Evaluations

Policy DN; Administrative Regulation HR-33

District Policy requires that all employees be evaluated at least once a year. Supervisors use different appraisal instruments for different employee groups. Classified and Auxiliary employees are evaluated using the Performance Management System, adapted for NISD employees from the Texas Association of School Board’s model employee appraisal system.

The employee’s performance of assigned duties and other job related criteria shall provide the basis for the employee’s evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated. Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year.

The appraisal process is an on-going cycle of observation, feedback, support and improvement. However, it can also be viewed as having a beginning, middle and end within the cycle, especially when applied to new employees or employees newly assigned to a supervisor:

- Establishing and communicating performance expectations
- Ongoing observation
- Mid-year review of performance (required if employee not meeting District standards)
- Employee self-evaluation (optional)
- Annual written evaluation
- Formal evaluation conference

NOTE: A “mid-year” evaluation can take place at any time during the evaluation cycle. It is considered a *formative* rather than *summative* evaluation and a supervisor may conduct it at any time deemed necessary and appropriate to measure the employee’s level of performance.

All employees shall receive a copy of their annual written evaluation. Employees may present complaints regarding the evaluation and appraisal process in accordance with the District’s complaint policy for employees. [See Policy DGBA]

Progressive Discipline Procedures

Adm. Reg. HR-32

Employees who violate policies and procedures may be counseled either orally or in writing. The written Progressive Discipline Report cites the policy or procedure that has been violated and the conduct constituting the violation. Any recommendation for suspension or termination must be communicated by the principal/director to the Director for Human Resources before the suspension action is taken.

Overview

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District consistent with procedures approved by the Superintendent. An at will employment relationship triggers no due process requirement nor right. Nothing in District regulations grants at will employees a property interest in their position.

Although the District adheres to the employment at-will doctrine, the use of a progressive discipline system by supervisors is required. Employees are expected to conform to reasonable standards of performance and conduct. If an employee is unable to maintain these standards, Progressive Discipline may be required. Supervisors are encouraged to use the Guidelines for Progressive Discipline outlined below to assist employees in correcting deficiencies that are remediable. Progressive Discipline is not intended to address serious employee violations that could result in immediate termination of an employee. (Additional guidelines for the use of Progressive Discipline are found on the HR Intranet site.)

Goals of Progressive Discipline

1. Promote standards of employee conduct and supervisory practices which will support the effective operations of the school district
2. Promote fair and consistent employee discipline practices
3. Address employee discipline problems constructively and avoid termination whenever possible
4. Promote the application of a progressive system which imposes increasingly severe penalties as the seriousness of the offense increases, or as repeated offenses occur

Training and Development

Human Resources provides training for supervisors in the effective use of the Progressive Discipline procedures. The Guidelines for Progressive Discipline is available on the HR Intranet and it contains all the information to support successful implementation of the Progressive Discipline procedures. Persons with supervisory responsibilities should receive training prior to using the Progressive Discipline and should use the Guidelines when writing Progressive Discipline reports.

Steps in Progressive Discipline

Procedures for using Progressive Discipline should be applied fairly and consistently with all employees under one's supervision. When appropriate to do so, the steps to follow in the Progressive Discipline process are:

Counseling

Progressive discipline normally begins with a counseling session initiated by the supervisor as soon as a problem occurs. Verbal counseling usually precedes a written counseling report for the same performance or behavior issue.

Reprimand/ Warning

If the counseling session does not correct the undesired behavior, a reprimand/warning may follow. The reprimand/warning consists of a written statement that informs the employee of the nature of the problem and the changes required. The reprimand/warning should include a history of the previous failed attempts to improve performance as well as the specific consequences that will follow for continued failure to improve. The employee should understand that a recommendation for suspension or termination may follow if improvement is not demonstrated. Human Resources should be involved in drafting the wording of the warning.

Suspension

If the warning does not correct the undesired behavior, a recommendation to suspend the employee may follow. A suspension separates the employee from the work environment

and is generally for one to three days without pay, depending on the nature or frequency of the violation.

A suspension with pay is issued when an investigation of a serious offense is necessary. When this occurs, an employee is placed on Administrative Leave with pay. The separation from work allows the supervisor and/or Human Resources time to investigate the circumstances and consult with legal counsel before making a final recommendation to terminate employment—if needed.

Examples of performance problems which result in administrative leave pending investigation for possible termination could include but are not limited to: illegal conduct with a student, including any form of sexual or physical abuse or involvement with drugs or alcohol; a sexual harassment complaint brought against an employee; flagrant and abusive insubordination; being at work under the influence of alcohol or drugs; deliberate destruction of District property; theft of District or employee property; fighting; major violation of safety instructions, procedures, or policies that endangers or injures employee or others; falsifying District records; possession of weapons or explosives; and indecency or immoral conduct.

NOTE: There is an exception to the usual rule of progression to the suspension level, if an employee is being disciplined for excessive absences. Rather than suspend an employee for excessive absences, a supervisor may issue a second Reprimand if appropriate, before recommending termination.

Termination

If the suspension does not correct the undesired behavior or in the event of serious misconduct without the need for suspension, a recommendation to terminate employment may follow. This is the final step in the Progressive Discipline sequence and should never be taken without the advise and consent of Human Resources Administration. (See *HR-18*)

Overtime Compensation Explained

Overtime compensation is paid to FLSA Non-Exempt employees in either compensatory time, or in cash. The default method for overtime payment in Northside ISD is compensatory time, although exceptions can be made with approval by the Superintendent or his designee, which is the Assistant Superintendent for HR. The Overtime Request for Cash Payment Form is used to request cash payment for overtime.

When overtime is paid in compensatory time, it is paid at the rate of 1.5 hours for each hour over 40 that the employee physically works. When overtime is paid in cash, it is paid at the rate of 1.5 times the employee's regular rate of pay.

Example 1 – Overtime During Normal Week

If an employee is paid at a regular hourly rate of \$8.00 per hour, and works 46 hours during the standard workweek, the employee is entitled to \$320 regular pay, plus 9 hours (6 hrs x 1.5 OT) of compensatory time:

40 hours @ \$8.00/hr = \$320 regular pay

6 hours OT @ 1.5 = 9 hours Comptime

Example 2 – Workweek That Includes Paid Holiday

If Monday is a paid holiday, and the employee works 8 hours

on Monday anyway, then the employee will have physically worked 40 hours, and will be paid for 8 hours of holiday pay. There is no overtime, because the employee did not physically work more than 40 hours.

40 hours @ \$8.00/hr = \$320 regular pay
8 hours paid holiday = \$64 paid holiday

Example 3 – Sick Leave Used During Workweek

If an employee is sick one day during the week and uses 8 hours of sick leave, but then works an extra 10 hours outside of the normal schedule, there is only overtime for hours actually worked over 40.

8 hours paid sick leave = \$64 sick pay
40 hours @ \$8.00 = \$320 regular pay
2 hours OT @ 1.5 = 3 hours comp time

Work Shifting to Avoid Overtime: If you are a Non-Exempt employee, and you've worked extra hours early in the workweek, your supervisor might send you home early or ask you to come in late, to ensure that you do not physically work more than 40 hours in that week.

Using Accrued Comp Time: You may use your accrued comp time during your employment with the District, but you must have approval of your supervisor, to ensure that business operations will not be adversely impacted. Likewise, your supervisor may relieve you of your duties in order to utilize your comp time.

Comp Time Balance Upon Separation: If you have a comp time balance when you end your service with the District, or when moving from an FLSA non-exempt position to an FLSA exempt position you will be paid for that comp time at your rate of pay at the time you separate.

Auxiliary Employee Handbook Receipt

(To be completed by Auxiliary Staff only.)

Name _____

Campus/Department _____

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

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

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

I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to your Immediate Supervisor.

COBRA

The law provides for continuation of group health coverage for employees and dependents after termination of employment. Coverage may be extended up to 36 months at a cost of 102% of the active employee premium.

VERY IMPORTANT NOTICE

Under federal law, employees and their dependents have the right to temporarily extend coverage under Northside ISD Group Health Plan in certain circumstances when the coverage would otherwise have been terminated as the result of a "Qualifying Event." Employees and their dependents who are covered by Northside ISD Group Health Plan on the day before a Qualifying Event have the right to elect to continue the level of health coverage in effect under Northside ISD Group Health Plan if such health coverage would otherwise terminate by reason of a Qualifying Event. Employees and their dependents do not have to show that they are insurable to choose this continuation coverage. This notice is intended to inform you, in a summary fashion, of your rights and obligation under the continuation coverage provisions of the law. **(Both you and your dependents should take the time to read this notice carefully.)**

If you are an employee of Northside ISD covered by Northside ISD Group Health Plan you have the right to choose this continuation coverage if you lose your group health coverage due to the following:

- Retirement or other termination of employment (except for gross misconduct), or reduction work hours.

If you are the spouse of an employee covered by Northside ISD Group Health Plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under Northside ISD Group Health Plan for any of the following four reasons:

- The death of your spouse;
- A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment;
- Divorce or legal separation from your spouse; or
- Your spouse becomes entitled to Medicare.

In the case of a dependent child of an employee covered by Northside ISD Group Health Plan, he or she has the right to continuation coverage if group health coverage under Northside ISD Group Health Plan is lost for any of the following five reasons:

- The death of a parent;
- A termination of parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Northside ISD;
- Parent's divorce or legal separation;
- A parent becomes entitled to Medicare; or
- The dependent child ceases to be a "dependent child" under Northside ISD Group Health Plan.

• NOTIFICATION RESPONSIBILITIES

Under the law, the employee or a family member has the responsibility to inform the Northside ISD Plan Administrator of a divorce, legal separation, or a child losing dependent status under Northside ISD within 60 days of the date of the event. If you or your dependents do not notify Northside ISD within this time period, you may lose your rights to continuation coverage. Northside ISD has the responsibility to notify the Plan Administrator of the Medicare entitlement. Similar rights may apply to certain retirees, spouses, and dependent children if Northside ISD commences a bankruptcy proceeding and these individuals lose coverage.

• ELECTION PERIOD

When the Plan Administrator is notified that one of these events has happened, the Plan Administrator will in turn notify you that you have the right to choose continuation coverage.

Under the law, you have 60 days from the date you would lose coverage because of one of the events described above, or the date the notice of your election rights is sent to you, whichever is later, to inform the Plan Administrator that you want continuation coverage.

To elect continuation coverage, you and/or your dependents must notify the Plan Administrator in writing within the election period. If continuation coverage is not so elected, coverage under Northside ISD Group Plan will cease.

• PREMIUM REQUIREMENTS

In order to receive continuation coverage, you and /or your dependents must pay the required premium. The required premium may be paid in monthly installments. The first premium payment of the initial period of continuation coverage is

payable no later than 45 days after the day on which the election of continuation coverage is first made. If you elect continuation coverage, you will be informed when the subsequent premium payments are due. Once you and/or your dependents have elected continuation coverage you have a 30-day grace period in which to pay subsequent premiums.

• MAXIMUM PERIOD OF CONTINUATION

In order to receive continuation coverage, you and/or your dependents must pay the required premium. The required premium may be paid in monthly installments. The first premium payment for the initial period of continuation coverage is payable **no later than 45 days after the day on which the election of continuation coverage is first made.** If you elect continuation coverage, you will be informed when the subsequent premium payments are due. Once you and/or your dependents have elected continuation coverage you have a 30 day grace period in which to pay subsequent premiums.

• MAXIMUM PERIOD OF CONTINUATION

Depending on the Qualifying Event, health benefits may be continued for the following maximum periods .

18 MONTHS

- Retirement;
- Termination of employment;
- Reduced hours.

36 MONTHS

- Death of employee;
- divorce or legal separation;
- Medicare Entitlement;
- Ineligible dependent.

The 18 months may be extended to 29 months if an individual is determined to be disabled at the time of termination (for Social Security disability purposes) and the Plan Administrator is notified of that determination **within 60 days** of the determination and before the end of the original 18-month period. The affected individual must also notify the Plan Administrator **within 30 days** of any final determination that the individual is no longer disabled. Northside ISD is permitted to charge 150 percent of the applicable premium for the **additional 11 months** of coverage provided to disabled beneficiaries.

• SECOND QUALIFYING EVENT

If a second Qualifying Event occurs within the first 18 months of continuation coverage (or within the first 29 months of continuation coverage for disabled persons as described above), coverage will be continued for 36 months from the date of the second Qualifying Event.

• QUALIFIED MEDICAL CHILD SUPPORT ORDERS (QMCSOs)

Court orders issued under state domestic relations laws, intended to ensure children will have coverage under employer-provided plans of their parents.

• TERMINATION OF CONTINUATION COVERAGE

However, the law also provides that your continuation coverage may be terminated for any of the following five reasons:

- Northside ISD no longer provides group health coverage to any of its employees;
- The premium for your continuation coverage is not paid on time;
- You become covered by another group plan, unless the plan contains any exclusions or limitations with respect to any pre-existing condition you or your covered dependents may have;
- You become entitled to Medicare;
- You extend coverage for up to 29 months due to your disability and there has been a final determination that you are no longer disabled.

This law applies to Northside ISD Health Plan. If you have any questions about the law, please contact the Office of Benefits and Risk Management, 5617 Grissom Road, San Antonio, TX 78238. Also, if you have changed marital status, or you or your spouse have changed addresses, please notify the Office of Benefits and Risk Management at the above address.

It is the responsibility of the former employee to contact the Office of Benefits and Risk Management for continuation of health insurance coverage.

NISD Employee Benefits Qualifying Life Events Chart

CHANGE IN STATUS	MEDICAL, DENTAL & VISION	HEALTH FSA	DCAP
Gain Spouse (marriage) HIPAA Special Enrollment rights may apply	Enroll or increase election for newly eligible spouse and dependent children; May revoke or decrease employee's or dependent's coverage only when such coverage becomes effective or is increased under the spouse's plan.	Employee may enroll or increase election for newly eligible spouse or dependents, or likely decrease election if employee or dependents become eligible under new spouse's health plan.	Employee may enroll or increase to accommodate newly eligible dependents or decrease or cease coverage if new spouse is not employed or makes a DCAP coverage election under spouse's plan.
Lose Spouse (Divorce, annulment, death) HIPAA Special Enrollment rights may apply	Employee may revoke election only for spouse; Employee may elect coverage for self or dependents who lose eligibility under spouse's plan if such individual loses eligibility as a result of the divorce, annulment, or death	Employee may decrease election to reflect loss of spouse's eligibility. Employee may enroll or increase election where coverage is lost under spouse's health plan.	Employee may enroll or increase to accommodate newly eligible dependents or cease coverage if eligibility is lost (e.g., due to dependent now residing with ex-spouse).
Gain Dependent (birth, adoption) HIPAA Special Enrollment rights may apply	Employee may enroll or increase coverage for newly eligible dependent Employee may revoke or decrease employee's or dependent's coverage if employee or dependent becomes eligible under spouse's plan.	Same as previous column	Employee may enroll or increase to accommodate newly eligible dependents
Lose Dependent (e.g., child turns 26 and is no longer eligible for coverage)	Employee may drop coverage only for the dependent who loses eligibility;	Employee may decrease or cease election for dependent who loses eligibility.	Employee may decrease election for dependent who loses eligibility.
Commencement of Employment by Employee or Other Change in Employment Status (e.g., PT to FT, hourly to salaried, etc.)	Provided that eligibility was gained for this coverage, employee may add coverage for employee, spouse, or dependents.	Same as previous column	Same as previous column
Commencement of Employment by Spouse or Dependent or Other Change in Employment Status Triggering Eligibility Under Spouse's or Dependent's Plan	Employee may revoke or decrease election under employee's, spouse's, or dependent's coverage if employee, spouse, or dependent is added to spouse's or dependent's plan;	Employee may decrease or cease election if spouse or dependent gains eligibility for health coverage under spouse's or dependent's plan.	Employee may make or increase election to reflect new eligibility (e.g., if spouse previously did not work). Employee may revoke election for dependent's coverage if dependent is added to spouse's plan
Termination of Employee's Employment or Other Change in Employment Status (e.g., unpaid leave, FT to PT, strike, salaried to hourly, etc.) Resulting in a Loss of Eligibility	Employee may revoke or decrease election for employee, spouse, or dependent that loses eligibility under the plan.	Employee may revoke election to reflect loss of eligibility.	Employee may revoke or decrease election to reflect loss of eligibility.
Termination and Rehire Within 30 Days	Prior elections at termination are reinstated unless another event has occurred that allows a change ¹ (Employee failing to reinstate prior elections will default to Basic Life).	Same as previous column	Same as previous column
Termination and Rehire After 30 Days	Employee may make new elections.	Same as previous column	Same as previous column

– APPENDIX B –

NISD Employee Benefits Qualifying Life Events Chart continued.

Termination of Spouse's or Dependent's Employment (or other change in employment status resulting in a loss of eligibility under their employer's plan). Note: HIPAA special enrollment rights may also apply	Employee may enroll or increase election for employee, spouse, or dependents that lose eligibility under spouse's or dependent's employer's plan.	Employee may enroll or increase election to reflect loss of eligibility for health coverage.	Employee may enroll or increase election if spouse or dependent loses eligibility for DCAP. Employee may decrease or cease election to reflect loss of eligibility for coverage (e.g., if spouse stops working).
Event by Which Special needs Child/Dependent Satisfies Eligibility Requirements Under Employer's Plan (e.g., where dependent does not reach age majority)	Employee may enroll or increase election for newly eligible dependent. Other previously eligible dependents may also be enrolled under tag-along rule.	Employee may increase election or enroll only if dependent gains eligibility under health FSA.	Employee may increase election or enroll to take into account expenses of affected dependent.
Move Triggers Eligibility (applies to Retirees and Dependents living out of state)	Employee may enroll or increase election for newly eligible employee, spouse, or dependent. Also, other previously eligible dependents may be enrolled under tag-along rule;	No change allowed, even if underlying health coverage change occurs.	N/A. DCAP eligibility is not generally affected by place of residence.
Move Causes Loss of Eligibility Note: HIPAA special enrollment rights may also apply (applies to Retirees and Dependents living out of state)	Employee may revoke election or make new election if the change in residence affects the employee's, spouse's or dependent's eligibility for coverage option.	No change allowed, even if underlying health coverage change occurs.	N/A. DCAP eligibility is not generally affected by place of residence.
LAWS OR COURT ORDERS	MEDICAL, DENTAL & VISION	HEALTH FSA	DCAP
Order That Requires Coverage for the Child Under Employee's Plan	May change election to provide coverage for the child.	Same as previous column.	No change permitted.
Order That Requires Spouse, Former Spouse, or Other Individual to Provide Coverage for the Child	Employee may change election to cancel coverage for the child	Same as previous column.	No change permitted.
COST OR COVERAGE CHANGE	MEDICAL, DENTAL & VISION	HEALTH FSA	DCAP
Cost Changes With Automatic Increase/Decrease in Elective Contributions (including employer-motivated changes and changes in employee contribution rates)	Plan may automatically increase or decrease (on a reasonable and consistent basis) affected employees' elective contributions under the plan, so long as the terms of the plan require employees to make such corresponding changes.	No change permitted.	Plan may automatically increase or decrease (on a reasonable and consistent basis) affected employees' elective contributions under the plan, so long as the terms of the plan require employees to make such corresponding changes.

– APPENDIX B –
NISD Employee Benefits Qualifying Life Events Chart continued.

Significant Cost Changes	<p>Increase: Employee may increase election correspondingly or may revoke election and elect coverage under another benefit package option providing similar coverage. If no option providing similar coverage is available, employee may revoke election.</p> <p>Decrease: Employees may decrease election correspondingly or may elect coverage (even if had not participated before) with decreased cost and drop election for similar coverage option. Though unclear, it appears that tag-along concepts may apply.</p>	No change permitted.	Same as Medical/Dental/Vision column for significant cost increase, except no change can be made when the cost change is imposed by a dependent care provider who is a relative of the employee.
Significant Curtailment of Coverage (With or Without Loss of Coverage)	<p>Without Loss of Coverage: Affected participant may revoke election for curtailed coverage and make new prospective election for coverage under another benefit package option that provides similar coverage.</p> <p>With Loss of Coverage: Affected participant may revoke election for curtailed coverage and make new prospective election for coverage under another benefit package option that provides similar coverage, or drop coverage if no similar benefit package option is available.</p>	No change permitted.	Election change may be made whenever there is a change in provider or a change in hours of dependent care.
Addition or Significant Improvement of Benefit Package Option	Eligible employees (whether currently participating or not) may revoke their existing election and elect the newly added (or newly improved) option.	No change permitted.	Eligible employees (whether currently participating or not) may revoke their existing elections and elect the newly added (or newly improved) option.
Other Employer Plan Increases Coverage	Employee may decrease or revoke election for employee, spouse, or dependents if employee, spouse, or dependents have elected or received corresponding increased coverage under other employer plan.	No change permitted.	Employee may decrease or revoke election for employee, spouse, or dependents if employee, spouse, or dependents have elected or received corresponding increased coverage under other employer plan.

Denotes most common events

Employee Dismissals - At-Will Employees

The following are some examples of offenses or situations for which an at-will employee may be terminated. However, please note that at-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District consistent with procedures approved by the Superintendent. This list is not intended to be all-inclusive.

1. Pending felony charges or conviction of any felony or other crime involving moral turpitude. (See page 30 for definition and examples.)
2. Pleading guilty to a felony charge.
3. Pleading nolo contendere to a felony charge or other crime involving moral turpitude for which the employee receives a probated sentence.
4. Violating any state or federal penal law, a conviction which would rise to the level of a felony or other crime involving moral turpitude.
5. Assaulting anyone on school property or at any school-related event or during any work period. Any of the following actions constitute an assault.
 - a. Intentionally, knowingly or recklessly causing bodily injury to another.
 - b. Intentionally or knowingly threatening another with imminent bodily injury.
 - c. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.
6. Carrying weapons, such as a firearm, knuckles, illegal knife, or any other object which could cause injury to another person and which is not required to be in the possession of that employee in the normal course of his/her job.
7. The abuse, misuse, or deliberate destruction or damaging of School District property or the property of other employees.
8. Making false statements or providing false information to School District officials at any time, including, but not limited to:
 - a. Information provided in application documents submitted for employment or promotion, regardless of when the falsification is discovered.
 - b. Altering or tampering with time cards, sign-in/out rosters, time reporting or other documents related to attendance, arrivals or departures.
 - c. Personnel records or other District documents, insurance records, worker's compensation claims, etc.
 - d. Medical information related to the employee's ability to perform assigned duties and carry out essential functions of the job assigned.
 - e. Details of any accident involving District vehicles, job related injuries or other accidents or incidents under official investigation.
 - f. Statements of any kind made to a supervisor that are intended to mislead, misrepresent or distort the truth.
9. The possession, use, consumption, transmittal, purchase or sale or being under the influence of any of the following substances on School District premises or off School District premises at a school-related activity, function or event:
 - a. 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.
 - b. Alcohol, or any alcoholic beverage.
 - c. Any chemical substance for inhalation.
 - d. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
10. Insubordination, including, but not limited to, the following examples:
 - a. Refusal to perform an assigned task (NOTE: refusal to perform an assigned task which is immoral, illegal, or unreasonably unsafe is not an act of insubordination.)
 - b. Refusal to report to an assignment.
 - c. Leaving the job without proper authorization.
 - d. Intentionally failing to follow the instruction of an assigned supervisor or foreman.
 - e. Any other action or failure to act, demonstrating an unwillingness to submit to lawful authority.
11. Performing work, either full-or part-time, for pay or otherwise, for an employer or for themselves, in violation of medical restrictions whether the employee has been placed off work, on an LOA, or is working either Transitional or Full-Duty w/Accommodations.
12. Failing or refusing to follow the instructions of their treating physician, whether the employee has been placed off work, on an LOA or is working Transitional Duty, Full-Duty w/Accommodations, or Regular Full Duty.
13. Failing to report for an examination or treatment as directed by the treating physician or by the School District.
14. Refusing to return to regular or restricted duty when authorized by a treating physician and offered by the School District.
15. The use of profane, racist, or abusive language, directed toward contractors, supervisors, co-workers, students, visitors or parents.
16. Demonstrating rude or abusive behavior toward visitors, parents, patrons, students, contractors or other employees.
17. Gambling, conducting, soliciting or participating in a lottery or engaging in any other games of chance during the period of time the employee is drawing compensation from the School District or on School District property at any time.
18. Excessive absences from work OR habitual tardiness in reporting to assigned duties. (Missing work for three consecutive days without notifying immediate supervisor is considered Job Abandonment; this includes leaving the designated worksite without prior supervisory approval.)
19. Sleeping during assigned work hours.
20. Engaging in conduct constituting sexual harassment.
21. Inappropriate or unauthorized use of the District's two-way radio system.
22. Using District tools, materials, or supplies to work on personal projects not within the scope of assigned duties—whether for personal profit or as a personal favor.
23. Theft of property – belonging to either NISD or one of its employees, students, or patrons.
24. Violating any applicable conflict of interest law; entering into a business relationship, employment contract or other transaction with a third party leading to a direct or indirect remuneration to the employee (without prior written approval from the Superintendent or designee); accepting or soliciting any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge or assigned duties and responsibilities; having a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or which creates a conflict with the best interest of the School District.
25. Conduct or behavior which rises to the level of "good cause" as may be determined by the Superintendent or his/her designee (Associate Superintendent).
26. Violating or failing to follow any other of the standards, requirements and/or prohibitions set out in administrative regulations or in official School Board policy.

ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

A DETAILED DESCRIPTION OF THE DISTRICT'S ACCEPTABLE USE POLICIES CQ (LEGAL) AND CQ (LOCAL) IS FOUND IN THE BOARD POLICIES ONLINE AT [HTTP://POL.TASB.ORG/HOME/INDEX/184](http://pol.tasb.org/home/index/184).

NORTHSIDE ISD ADMINISTRATIVE REGULATION FOR TECHNOLOGY RESOURCES (TEC-01)

The Superintendent or designee will oversee the District's Technology Resources.

Technology Resources are defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, e-mail, online class activities and any other technology designated for use by the District for users. Education in the proper use of technology resources will be provided for employees and students with emphasis on safe and ethical use. Education is designed to promote district standards and acceptable use of technology resources as set forth in the NISD Internet Filtering and Safety Program, Board Policy, and Acceptable Use Guidelines. Education promotes safety in electronic communications, including the internet, appropriate online behavior, and cyber bullying awareness and response. Copies of acceptable use guidelines will be provided to all users.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. [See CQ (EXHIBIT E)]

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See CQ (EXHIBIT F) and policies at FL]

FILTERING

The Superintendent will appoint an Internet Safety committee, to be co-chaired by the Assistant Superintendent and the Director of Academic Technology, Library & Textbook Services, to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school District.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making, hacking, etc.); and on-line gambling.

REQUESTS TO DISABLE FILTER

The Internet Safety committee will approve and disapprove requests from users who wish to use a blocked site for bona fide research or other lawful purposes. Appeals shall be made to the Superintendent or designee.

SYSTEM ACCESS

Access to the District's Technology Resources will be governed as follows:

1. Students in all grades will be granted access to the District system, as appropriate.
2. District employees will be granted access to the District's system as appropriate and with the approval of the immediate supervisor.
3. A teacher with any class account(s) will be ultimately responsible for use of that account.
4. The District will require that all passwords be changed every 120 days with a strong recommendation for every 90 days. Refer to Administrative Regulation TEC-02 for additional password requirements.
5. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
6. All users will be required to sign or electronically acknowledge a user agreement annually for issuance or renewal of an account.

TECHNOLOGY SUPERVISION RESPONSIBILITIES

The Superintendent or designees will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
2. Ensure that all users of the District's system annually read and acknowledge the agreement to abide by District policies and administrative regulations regarding such use. All acknowledgements to such agreements for students and staff are recorded electronically and/or online if acknowledgment of receipt was made online.
3. Ensure that employees supervise Internet activity of students who use the District's Technology Resources.
4. Ensure that employees provide training to students who use the District's system on the appropriate and safe use of this resource.
5. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
6. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student on-line safety and proper use of the District's Technology Resources.
7. Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Internet Safety committee co-chairs.
8. Be authorized to establish and enforce a retention schedule for messages on the District e-mail system.
9. Be authorized to establish and enforce a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
10. Set and enforce limits for data storage within the District's system, as needed.

– APPENDIX D –

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's Technology Resources:

CONDUCT ON THE SYSTEM:

System users are expected to observe the following when using the District's Technology Resources (e-mail, online communication applications, blogs, wikis, etc.):

1. The individual in whose name a system account is issued will be responsible at all times for its proper use. Passwords and other information related to system and network access are restricted to that individual and must never be shared with anyone else.
2. System users may not use another person's system account. If access to content is needed, the supervising administrator needs written approval from the Director of Infrastructure Services, or designee. Technology Services will provide access to content.
3. Communications may not be encrypted so as to avoid security review or monitoring by system administrators.
4. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
5. System users may not send, forward, or post messages that are abusive, obscene, vulgar, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
6. System users may not waste the District's Technology Resources (e.g., e-mail spamming, distribution of videos or photos, listening to Internet radio, online-gaming, etc.).
7. System users may not make non-District long-distance phone calls without the approval of their supervisor.
8. System users may not send text messages from a District-provided cell phone for non-District purposes.
9. System users must manage electronic mail in accordance with e-mail regulations and established retention guidelines.
10. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that communication to assume they represent the District or school, whether or not that was the user's intention.
11. E-mails containing any discussion or exchange of information about a student's or employee's performance or behavior should not be forwarded to anyone (e.g., parents, other district staff, and non-district staff) without the permission of the originator.
12. Avoid sending e-mail to colleagues or parents that contain personally identifiable information about students or colleagues. An employee shall not reveal confidential information concerning students or colleagues unless disclosure serves lawful professional purposes or is required by law.
13. District-wide e-mail broadcasts must be approved by the Executive Director of Communications.
14. Campus/Department-wide e-mail broadcasts must be approved by the campus Principal/Department Administrator.
15. System users may not disconnect or move District computer workstation(s) without first obtaining approval from their campus administrator/department chair/Director. If the District computer workstation(s) require a reconnect to the network and/or configuring, then Technology Services must be contacted. At no time shall users reconfigure District equipment. Refer to TEC-04 for more information on procedures and cost.

BRING YOUR OWN DEVICE (BYOD) GUIDELINES

Northside ISD recognizes that mobile phones and other digital devices are an integral part of our culture and way of life and can provide considerable value, particularly in relation to individual safety. It is also recognized that such technology will play a significant part in the education of the 21st century student, but this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties. Northside will allow students and staff to bring personally owned mobile technology devices to school to support educational or district related goals.

RESPONSIBILITY OF STAFF, STUDENTS AND PARENTS

- It is the responsibility of students (employees) who bring mobile devices to school to abide by the guidelines outlined in this regulation. Failure to follow these guidelines may subject the student (employee) to the District's Code of Conduct or loss of use of the device.
- The decision to provide a mobile device to their children should be made by parents or guardians and they should be aware if their child takes a device to school.
- Responsibility for the mobile device rests with the student (employee) and the District accepts no financial responsibility for damage, loss or theft. The mobile device should be kept secured when not in use. Mobile devices should not be left in any open area unattended.
- Mobile devices that have Internet access plans have the capability of accessing unfiltered Internet content.
- All costs for data plans and fees associated with mobile devices are the responsibility of the student (employee).

ACCEPTABLE USE OF BYOD DEVICES

- Specific acceptable use of a mobile device will be determined by each campus. These guidelines will be stated in the campus' portion of the Student Handbook
- Each teacher has the right to allow or disallow the use of devices that support student achievement during instructional time as appropriate.
- Devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property during school hours.
- Devices should not be used in any manner or place that is disruptive to the normal routine of class/school.

UNACCEPTABLE USE OF BYOD DEVICES

- Any use of a device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a disruption to the educational environment.
- Using devices to bully and/or threaten other students or staff members is unacceptable and will not be tolerated.
- Pictures and videos must not be taken of students, teachers or other individuals without their permission.
- Any use of a device that is deemed a criminal offense, will be dealt with as such by the District.

DISTRICT RESPONSIBILITIES

- The District will provide a safe, filtered network according to the Children’s Internet Protection Act and will expect students to access the Internet through this network.
- The Superintendent or his/her designee will deem what is appropriate for use of devices on district property or on the district’s wireless network.
- If the District has reasonable cause to believe a student or employee has violated the acceptable use agreement, a student’s (or employee’s) device may be searched by authorized personnel.
- The District may remove the user’s access to the network and suspend the right to use the device on district property if it is determined that the user is engaged in unauthorized or illegal activity or is violating the Acceptable Use Policy. Violations of the Acceptable Use Policy may result in disciplinary action.
- The District assumes no liability for students that misuse mobile devices while on school property.
- The District will educate students in identifying, promoting, and encouraging best practices for Internet safety.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District’s system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading, downloading, or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages and/or signatures is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person’s user ID and/or password is prohibited.

INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District’s system should be aware that, despite the District’s use of technology protection measures as required by law, use of the system may provide access to other technology resources in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school’s electronic environment will be subject to suspension of access and/or revocation of privileges on the District’s system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school’s electronic environment will be subject to disciplinary action in accordance with District policies. [See DH]

DISTRICT WEBSITE

The District will maintain a District Website for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Website must be directed to the designated Webmaster. The Executive Director of Communications in collaboration with Technology Services will establish guidelines for the development and format of Web pages controlled by the District. Campus web pages will be linked to the District website by the District Webmaster.

No personally identifiable information regarding a student will be published on a Website controlled by the District without written permission from the student’s parent. No commercial advertising will be permitted on a Website controlled by the District.

SCHOOL OR CLASS WEB PAGES

Schools or classes may publish Web pages that present information about the school or class activities to the District web server upon approval from the campus principal or designee (campus webmaster). The campus principal will designate the staff member responsible for managing the campus’ web page. Teachers will be responsible for compliance with the District’s Acceptable Use policies and the Web Publishing Guidelines in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District’s computer system must also be in compliance with the District’s Acceptable Use policies and the Web Publishing Guidelines.

STUDENT WEB PAGES

With the approval of the campus principal or designee, students may submit individual Web pages linked to a campus Web page. All material presented on a student’s Web page must be related to the student’s educational activities and be in compliance with the District’s Acceptable Use policies and Web Publishing Guidelines. Any links from a student’s Web page to sites outside the District’s Technology Resources must also be in compliance with the District’s Acceptable Use policies and the Web Publishing Guidelines.

EXTRA-CURRICULAR ORGANIZATION WEB PAGES

Campus extracurricular organizations may not link web pages to a campus website.

PERSONAL WEB PAGES

District employees, Trustees, and members of the public will not be permitted to publish personal Web pages using District resources.

TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT

Termination of an employee’s or a student’s access for violation of District policies or regulations will be effective on the date the principal or District supervisor receives/issues notice of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District’s system is provided on an “as is, as available” basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user’s requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party

individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's Technology Resources.

COMPLAINTS REGARDING COPYRIGHT COMPLIANCE

The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Name: Ray Galindo
Position: Deputy Superintendent for Administration
Address: 5900 Evers Road
Telephone: (210) 397-8771
E-mail: Ray.Galindo@nisd.net

TRANSFER OF EQUIPMENT TO STUDENTS

The following rules will apply to all campuses and departments regarding transfer of computer equipment to students under provisions of law cited at CQ (LEGAL):

1. Proposed projects to distribute computer equipment to students must be submitted to the Assistant Superintendent for Technology Services for initial approval.
2. A student is eligible to receive computer equipment under these rules only if the student does not otherwise have home access to computer equipment, as determined by the principal and counselor.
3. In transferring computer equipment to students, the principal will give preference to educationally disadvantaged students.
4. Before transferring computer equipment to a student, the campus technology coordinator and principal must have clearly outlined:
 - a. A process to determine eligibility of students;
 - b. An application process that identifies the responsibility of the student regarding home placement, use, and ownership of the equipment;
 - c. A process to distribute and initially train students in the setup and care of the equipment;
 - d. A process to provide ongoing technical assistance for students using the equipment;
 - e. A process to determine ongoing student use of the equipment;
 - f. A process to determine any impact on student achievement the use of this equipment may provide; and
 - g. A process for retrieval of the equipment from a student, as necessary.

NOTE: Every employee must acknowledge their understanding and pledge their acceptance of the Acceptable Use policy by completing the On-Line Requirements for employees. This set of requirements is found on the Northside Intranet page under Staff Development.

The employee agreement to abide by these guidelines must be renewed each academic year. Also, District Policies and Administrative Regulations are included as an addendum to all handbooks for your review.



NOTICE:

All employees must acknowledge receipt of this handbook. The **Auxiliary** staff must sign the Handbook Receipt Form found on page 55. **Professional and Classified** staff must log on to the NISD Intranet in order to do so. Please go to the following web site and follow the instructions for acknowledging receipt of the Handbook: <https://intranet.nisd.net/staffdevelopment>

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Department of Human Resources

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