

EMPLOYEE HANDBOOK

2023-2024

Human Resources Department
817-399-2012

Hurst0 JÚ

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Employee Handbook Receipt

Employee Handbook Receipt

2023-2024

Name _____

Campus/Department _____

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

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

To access _____ :

- **Go to www.hebisd.edu**
- **Place browser over *Careers* (top tab), scroll down and click on *Human Resources***
- **Click on *HR Documents* (left tab)**
- **Click on "*Employee Handbook [school year]*"**
- **Click on *Download Now***
- **View, save, or print *Employee Handbook***

Please indicate your choice by checking the appropriate box below:

I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

I choose to receive a hard copy of the employee handbook and understand I am required to contact Jaclyn Hemmilla, Coordinator of Human Resources- Data and Systems, at JaclynHemmilla@hebisd.edu, to obtain a hard copy.

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

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook. I understand that I have an obligation to read and abide by the handbook.

I understand that I have an obligation to read and abide by the handbook.

ACKNOWLEDGMENT OF ELECTRONIC DISTRIBUTION OF POLICIES

ACKNOWLEDGMENT OF ELECTRONIC DISTRIBUTION OF POLICIES 2023-2024

I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access at www.hebisd.edu the Board policies regarding employment as required under Education Code 21.204(d) and the Board policies regarding student discipline as required under Education Code 37.018.

Board policies regarding employment include (LEGAL) and (LOCAL) policies and exhibits found at the following codes in the local policy manual:

Employment Policies:

DA series	Equal employment opportunity, genetic nondiscrimination, criteria for personnel decisions
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC	Employment practices
DCB	Term contracts
DEA series	Salaries and wages; incentives and stipends
DEC series	Leaves and absences
DF	Termination of employment
DFA series	Termination of, or return to, probationary contract
DFB series	Termination of term contracts
DFD	Hearings before hearing examiner
DFE	cnng to

FFAF

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Introduction

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

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of the District's policies and procedures.

District Information

Historical Perspectives: The first school in Euless was established after 1881 in a community hall

Board of Trustees

Policies BA, BB series, BD series, and BE

Contract and Noncontract Empl

Paraprofessional: Credentials required to be on file are as follows:

- Texas Paraprofessional Certificate
- High school diploma or GED
- College Hours (48+) or Local Assessment for NCLB Highly Qualified

Bus Driver: Credentials required to be on file are as follows:

- Commercial driver's license (CDL), issued in accordance with Article 6687b, V

Transportation and Maintenance Employees: After a conditional job offer is made prior to employment and annually thereafter, each employee certified to drive a school bus, or be responsible for maintenance of buses or operation of motor vehicles or heavy machinery, shall undergo a drug test by urinalysis or blood analysis.

Refusal to consent to, or refusal to disclose results of, a drug test by an applicant shall result in the applicant not being hired. Refusal to consent to, or refusal to disclose results of, a drug test by an employee shall constitute good cause for termination of employment. Any employee of the District may voluntarily consent to the taking of a drug or alcohol test at the beginning of the school year, or at other times during the school year, at District expense.

Confidentiality of all test results shall be strictly maintained with only those having a need to know being informed of the results. All positive test results shall be confirmed by a second test, using the same sample, at the District's expense.

Persons confirmed positive for the usage of an illegal controlled substance, a dangerous drug, alcohol, or other drugs on a required post-offer/pre-employment or annual test shall not be hired or assigned to operate or maintain school buses or heavy equipment, and are subject to termination.

Persons confirmed positive for the usage of an illegal controlled substance, a dangerous drug, alcohol, or other drug on a drug test based on reasonable suspicion shall be terminated from employment as a transportation or maintenance department employee.

alcohol

authorized to work in excess of their assigned schedule without prior

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the District is required by Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified

advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Educational Operations Department.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is

Compensation and Benefits

The following payroll and benefits information is provided as an overview

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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

Employees may have money deducted from their paychecks for the following:

- Association/Organization dues
- Credit Union deposits & loan payments
- District sponsored insurance programs
- HEB Education Foundation
- Tax sheltered investments
- Nonprofit organizations designated by the District
- Purchase of TRS Service Years

Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

of pay. All

Hospital Indemnity Insurance, Health Savings Account (HSA) and Flexible Spending. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Office at 817-399-2056 for more information.

Cobra: Employees and dependents are entitled to continue coverage under this plan upon occurrence of certain qualifying events described in the GROUP HEALTH PLAN booklet. This continuation of coverage is provided under Consolidated Omnibus Budget Reconciliation Act (COBRA).

Death Benefits: The District provides \$1,000 to the beneficiary of the District's term life insurance policy upon the death of a regular employee. There is no cost to the employee for this benefit.

Group Term Life Insurance: The District provides all regular full-time employees with \$5,000 of life insurance coverage at no cost to the employee. The employee must complete the online benefits enrollment in order to receive coverage under the policy. Employees may elect to take additional life insurance coverage for themselves and their dependents.

Liability Insurance: The District provides \$1,000,000 liability coverage for all employees at no cost to the employee. The coverage provides protection when an employee is following proper District policies in the course of performing his/her duties.

Cafeteria Plan Benefits (Section 125): Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Auxiliary Human Resources Office at 817-399-2352.

Employee 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 to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Coordinator of

The employee shall receive payment for each day of accumulated local leave, to a maximum of \$5,000. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

If an employee dies after he or she becomes eligible for payment for leave upon retirement, the District shall provide the payment to the beneficiary listed on the employee's life insurance policy provided by the District. If no beneficiary is named, payment shall be made to the designated representative of the employee's estate.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Other Benefit Programs

Tax Sheltered Investments: The District allows employees to payroll deduct a specific amount of their salary monthly into tax sheltered investment plans. HB 1824 passed in 1985 prohibits the District from excluding any company that may be financially unstable or representatives who may furnish misleading information. Therefore, extreme caution should be taken in selecting a company from which to purchase an investment. Please contact the Benefits Office at 817-399-2056 for additional information.

Children of Nonresident Employees

Leaves and Absences

Policies DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees may be eligible to receive a maximum of five days of personal leave and five days of local leave each year. **The use of personal leave is subject to certain restrictions, including prior approval from the employee's supervisor and schedule limitations.**

Attendance: Employees are strongly encouraged to demonstrate good attendance. Absences should occur only when the employee is ill or for other approved reasons in accordance with District leave policy.

Paid leave must be used in half-day increments. If the employee chooses to offset leave against workers' compensation benefits, leave shall be recorded in the amount used. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

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

Immediate Family: Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

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

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

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

- Spouse;
- Son or daughter

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

Continuation of Health Insurance: Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the

District as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are

and temporary disability. All leaves are unpaid except where use of state and/or local leave days is allowed. Please refer to policy DEC (LOCAL) for rules governing the granting and use of leaves.

All leave requests must be submitted on the proper District form to the Benefits Office.

Paid Vacation Benefits

Policy DEC

A full-time regular employee in an eligible position normally requiring a minimum of 240 days of service annually shall earn paid vacation in accordance with the number of years of service in a vacation-eligible position with the District.

An eligible employee begins accruing paid vacation days from the first day of his or her employment. Vacation days will be prorated based on the employee's start date and the duty calendar for that year. An employee will not accrue paid vacation while in an unpaid status or on any type of unpaid leave.

A full-time eligible employee with up to 14 years of service in a vacation-eligible position with the District will receive ten days of paid vacation annually. A full-time eligible employee with 15 or more years of service in a vacation-eligible position with the District will receive 15 days of paid vacation annually. Vacation days for eligible employees will be advanced at the start of the duty year.

The Supervisor or Department head may _____ the employee _____

Leave contributed to the bank shall be solely for the use of participating employees.

Enrollment in the sick leave bank shall occur only during the annual benefits enrollment

2. The assistant superintendent for elementary or secondary administration or the deputy superintendent for business operations;
3. The coordinator of nursing;
4. The benefits and risk manager; and
5. A group of employee peers made up of professional and paraprofessional employees.

The committee shall determine which applicants meet eligibility requirements for grants from the bank and the number of days an applicant may be granted. The committee shall not be bound by the number of days requested.

Granting of Days: If the committee awards days from the bank to an employee, the committee shall send notice to payroll including the employee's name and the number of days granted. An employee to which sick leave bank days are granted shall be compensated at his or her regular rate of pay for the number of leave

Family and Medical Leave (FML)—General Provisions

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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that

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

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

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

Where can I find more information?

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

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

Local Procedures for Implementing Family and Medical Leave Prov

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses 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: Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

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

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

Failure to

Workers' Compensation Benefits

An employee

Reemployment after Military Leave: Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Human Resources Office at 817-399-2016. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance: Employees who perform service in the uniformed services may continue their health insurance coverage during the period of service. Employees returning to work following military leave should contact the Human Resources Office at 817-399-2016.

- For questions concerning the computer calling system, contact your principal or the Substitute Office at (817) 399-2013.

All employee absences are entered into the District's reporting system, which then generates the **Absence from Duty** form. Immediately after returning to work, it is the responsibility of the employee and supervisor to verify the form's accuracy. It should be noted that once the employee and supervisor sign the **Absence from Duty** form, it may not be changed. Auxiliary employees should refer to their Department Handbook.

Employee Relations and Communications

Employee Recognition and Appreciation

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

Employees are awarded service pins at five-year intervals based on full-time regular employment. Employees receiving a service pin for five years of service are presented their pins by their principal or supervisor at the campus. To receive credit for a year of service, the employee must be a regular employee employed for 50% or more of the day. The years of service do not have to be continuous, but in any one year, employment must have begun before March 1 and the employee must have been employed a minimum of 90 full-time equivalent days during a school year in order to have received credit for that year. Employment as a substitute or temporary worker does not qualify for creditable service in the District.

District Communications

Throughout the school year, the Public Relations & Marketing (PR&M) Department publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

Complaints and Grievances

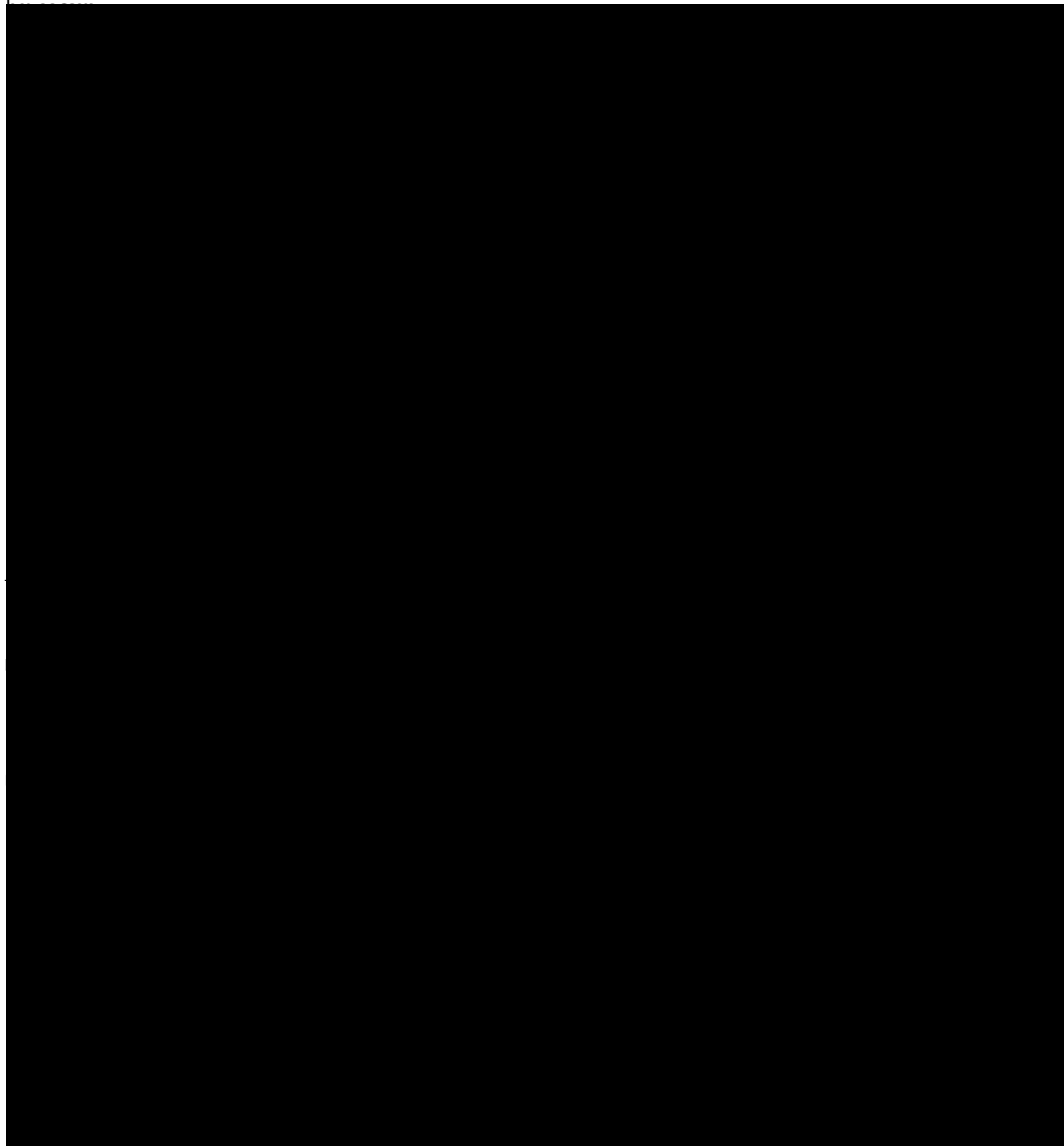
Empl

Employee Conduct and Welfare

Employee Standards of Conduct

Policy **DH**

All District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with them to serve the best interests of the District.



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

and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor

Dress and Grooming

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.

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may q

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

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

in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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

Sexual Abuse and Maltreatment of Children

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

Reporting Crime

Policy DG

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

Scope and

may not disable,

4. 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.

5. All users will be required to sign a user agreement annually each August for issuance or renewal of an account.

Online Conduct

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity

prohibited by District policy or guidelines.

116C

3. System users may not disable, or attempt to disable, a

116C

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OL

School Web Pages

Campuses are responsible for maintaining accurate and up-to-date information on their campus webpages, with training and support

The District will cooperate

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

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

Electronic C

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

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall

Employee Arr

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

Misconduct or allegations of misconduct include:

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

Alcohol and Drug-Abuse Prevention

Policy DH

Hurst-Euleless-Bedford 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 link regarding employee drug use is located below:

- [**DH \(LOCAL\) EMPLOYEE STANDARDS OF CONDUCT**](#)

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA and GK

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

Fraud and Financial Impropriety

Policy CAA

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

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

- Failure

Associations and Political Activities

Policy DGA

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

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

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

Safety & Security

Policy CK series

The District has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 61 for additional information.

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

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



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

Employees with questions or concerns relating to safety programs and issues may contact the Benefits Office at 817-399-2056.

Possession of Firearms and Weapons

Policies DH, FNCG, GK

General Procedures

Emergency School Closing

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

Information about inclement weather cancellations and other urgent notifications is shared as we receive official notice from the Superintendent's office. Ways to receive this information include:

- **Subscribe for HEB ISD eNews** to receive notice by email.
- **Like us on Facebook** for immediate notifications of cancellations or delays!
- **Follow us on Twitter** to receive a tweet.

Local TV and radio stations will also broadcast information regarding closings and delays.

**** Please note if school is in normal operation and on a regular schedule, notices will not be sent.***

If it becomes necessary to close schools, the District has specified make-up days in the current school calendar. For the specific days that will be used as make-up days, see the District Calendar.

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Purchasing Department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Employees may contact the Director of Purchasing for additional information on purchasing procedures.

Termination of Employment

Resignations

Policy DFE, DHB

All resignations shall be submitted, using the ***HEB ISD Resignation/Retirement Form***, to the Human Resources Department. For online access to the HEB ISD Resignation/Retirement Form, please visit www.hebisd.edu and go to the Human Resources Department page. The employee shall give reasonable notice and shall include in the letter a statement of

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 nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the 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

Policies DCD, DP

Personneb

When a reduction in force is to be implemented, the Board shall first determine which employment areas shall be affected. The Superintendent shall confine recommendations for personnel reductions to staff members and administrators assigned to the affected programs or employment areas.

Exit Interviews and Procedures

Separating employees are asked to provide the district with a personal email address to which a survey is sent that provides the district with feedback regarding their employment experience. Upon completion of the exit survey, employees may request their service records from the Office of Human Resources.

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

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

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

Student Records

Policy FL

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

Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights

The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.

School officials: with legitimate educational interests

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

Parent and Student Complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their

satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC, FFAF

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

the classroom teacher or campus principal.

S

Annual Policies

Required Information for All Employees

- [DH\(LOCAL\)](#) — Employee Standards of Conduct
 - [DH \(EXHIBIT\)](#) — Employee Standards of Conduct
 - [FO \(LOCAL\)](#) — Student Discipline
 - [FNC \(LOCAL\)](#) — Student Rights and Responsibilities Student Conduct
-
- [DIA \(LOCAL\)](#) — Employee Welfare Freedom from Discrimination, Harassment, and Retaliation
 - [FFH\(LOCAL\)](#) — Student Welfare Freedom from Discrimination, Harassment, and Retaliation

Required Information for Teachers and Administrators

- Education Code 37.018 requires districts to provide each teacher and administrator with a copy of ~~Chapter 37, Section 37.018, Leave and~~
- Chapter 37 Discipline Chart
 - o FN (LOCAL)— Student Rights And Responsibilities
 - o FO (LEGAL and LOCAL)— Student Discipline

DA series

Equal employment opportunity, genetic nondiscrimination, criteria for personnel decisions

DBAA

Criminal history and credit reports

DBB

Conflict of interest

DC

Employment practices

DCB

Term contracts

DEA series

Salaries and wages; incentives and stipends

DEC series

Leaves and absences

DF

Termination of employment

DF nm

Leavination

DC

Other Policies to Know:

District Goals and Planning

- AE District educational philosophy
- BQ series District- and campus-level planning

Instruction and Students

- EFA Handling complaints regarding instructional materials
- EHBAF Video cameras in special education settings
- EIA Grading standards and grade reporting
- EIE Promoting and retaining students
- FB series Protection of students from unlawful discrimination
- FE series Student attendance
- FFAC Providing medical treatment or medication to students
- FFAD Excluding students with communicable diseases
- FFAF Care plans for students at risk for anaphylaxis
- FFG Mandated reporting of child abuse

DK	Assignment to positions; transfers
DMD	Attendance at professional meetings on school time
DN series	Employee evaluation/appraisal
GBA series	Confidentiality of personnel records; public and nonpublic information
GBBA	News media relations and communications during a crisis
GKD series	Nonschool use of school facilities and distribution of nonschool literature

shown. : ***If a series is indicated, review all policy code identifiers that begin with the two or three letters***