

IRVING

Independent School District

CLASSIFIED PERSONNEL HANDBOOK



*Food Service ♦ Science Center
Maintenance & Operations ♦ Warehouse
♦ Safety & Security*

2010-2011

Classified Personnel Handbook

Irving Independent School District

Revised February, 2010

Irving Independent School District

Board of Trustees

Valerie Jones	President
Nancy L. Jones	Vice President
Heather Ashley	Secretary
Gwen Craig	Board Member
Linda Huffstetler	Board Member
A.D. Jenkins	Board Member
Jerry Christian	Board Member

Administration

Dr. Dana T. Bedden	Superintendent
Dr. Neil Dugger	Assistant Superintendent for Personnel and Administration
Dr. Marie Morris	Assistant Superintendent for Curriculum and Instruction
Scott Layne	Assistant Superintendent for Support Services
Debbie Cabrera	Assistant Superintendent for Finance
Robyn Wolters	Director of Personnel
Judyann Robinson	Risk Manager
Kelly Horn	Director of Facilities
Doug Hobbs	Asst. Director of Facilities & Grounds
Michael Rosenberger	Director of Food Service
Sylvia Saucedo	Asst. Director of Food Service
Pat Lamb	Director of Security and Operations
Jeanette Severson	Coordinator of Benefits
Pablo Rodriguez	Coordinator of Classified Personnel

TABLE OF CONTENTS

I. EMPLOYMENT

Introduction/Nature of employment	1
Equal Employment opportunity	1-2
Back Ground Checks and Digital Fingerprinting.....	2
Job vacancy announcements.....	3
Hiring of relatives.....	3-4
Employment after retirement.....	4
Time frame used for service.....	4-5
Service Credit/Work Experience for Pay Purposes	5
Employment categories.....	5-6
Employment evaluation period.....	6-7
Employment reference checks.....	7
Searches, alcohol and drug testing.....	8
Work schedules.....	8
Outside employment.....	8
Performance evaluation.....	8-9

II. COMPENSATION AND BENEFITS

Wages and salaries.....	9
Time keeping.....	9
Paychecks.....	9
Direct deposit of paychecks.....	10
Payroll deductions.....	10
Overtime compensation.....	10-11
Business travel expenses.....	11
Health & Group Life Insurance.....	11-12
Supplemental insurance benefits.....	12
COBRA benefits coverage.....	12-13
Cafeteria 125 benefit plan.....	14
Workers compensation insurance.....	14-15
Early Return to Work Program	15
Unemployment compensation insurance.....	16
Teacher retirement.....	16
Tax sheltered annuities.....	16-17
Medicare.....	17
Holidays.....	17

III. LEAVES AND ABSENCES

Accruals/Leaves and Absences.....	17-18
State and Local Sick Leave	18
Exemplary attendance.....	19
Use of State and Local Leave policies	19-20
Non-discretionary Leave	20

Local Sick Leave Buy Back	20
Sick leave bank.....	20-21
Extended Local Sick Leave	21
Family Medical Leave Act	21-23
Intermittent Leave	23
Assault Leave	23
Jury duty.....	23
Court appearances.....	23
Compliance with a subpoena.....	24
Military leave.....	24
Re-employment after military leave.....	24
Military service family leave	24
Vacation	25
Attendance and punctuality.....	25-26
Job Abandonment/No Call, No Show.....	26
Absenteeism.....	26
Docked wages.....	26-27

III. EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee recognition and appreciation.....	27
District communications.....	27

IV. EMPLOYEE CONDUCT AND WELFARE

Standard of conduct.....	27-28
Alcohol and drugs.....	28-29
Use of profanity or vulgar language.....	29
Freedom from Harassment.....	29
Employee.....	29
Students.....	28
Reporting requirements.....	31
Reporting suspected child abuse.....	31-32
Associations and political activities.....	32
Safety.....	32-33
Workplace violence prevention.....	33
Tobacco use.....	34
Employee arrests and convictions.....	34
Possession of firearms, ammo, and weapons.....	34
Copyrighted materials.....	32-33
Computer use and data management.....	35
Guidelines for acceptable use of technology resources.....	35-38
Workplace monitoring.....	38
Use of phone and mail systems.....	38-39
Dress Code/ID Badges.....	39-40

GENERAL PROCEDURES

Bad weather closings..... 40
Emergencies..... 40
Conflict of interest..... 40-41
Gifts and Favors..... 41
Personnel data changes..... 41
Access to personnel files..... 41-42
Solicitation..... 42
Sub System login procedures..... 42

V. TERMINATION OF EMPLOYMENT

Resignation..... 42
Progressive discipline..... 42-43
Reasons for termination or reprimand..... 43-44
Exit interview and procedures..... 44-45
Return of property..... 45
Complaints and grievances..... 45
Complaint Procedures..... 46-47

VI. APPENDIX

EMPLOYMENT

Introduction

Welcome to Irving ISD. The Human Resources Department is confident that your choice to work in Irving will be the best choice you have made and that you will be successful. The purpose of this handbook is to provide information that will assist with questions and to address job related concerns. All district policies and procedures are *NOT* included or mentioned in this handbook. Those that are included have been summarized. If any questions or concerns arise in reading this handbook, please meet with your supervisor to address those questions or concerns or call the Human Resources Department. We are always happy to talk to anyone about Irving ISD policies and guidelines. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Coordinator of Classified Personnel.

Nature of Employment

****Disclaimer****

Employment with IISD is intended and recognized to be “*at-will*” employment. All classified employees are employed on an *at-will basis* and not by contract. Employment can be terminated for any nondiscriminatory reason or in the best interest of the District. Employment is not for any specified term and may be terminated at any time by either the employee or the District. Employees are notified at the time of employment of the required duty days, holidays, and hours of work for their position. Classified employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Policies set forth in this handbook are not intended to be substituted for official district policy or to create a contract of employment, nor are they to be construed to constitute contractual obligations of any kind between IISD and any of its employees. The provisions of the handbook have been developed at the discretion of HR and management and, except for its policy of “**at-will**” employment, may be amended or canceled at any time, at IISD's sole discretion. The office of the Coordinator of Classified Personnel with input from the different branches of classified personnel management is responsible for updating this manual. Access to online district policies can be done by accessing the following link: <http://www.irvingisd.net/ppage/policyOnline.htm>.

Equal Employment Opportunity

Policy DAA, DIA

The District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, gender or national origin. The District shall not limit, segregate, or classify its employees or applicants for employment in any way that would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status as an employee because of the individual's race, color, religion, gender, or national origin. 42 U.S.C. 2000e-2(a); 20 U.S.C. 1681; Labor Code 21.051; North Haven Board of Education v. Bell, 102 S. Ct. 1912(1982)

IISD is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis based on current legal definitions within an ever changing environment or interpretation of law. Hiring procedures are continually being reviewed to provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position and/or job description. Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. All employment decisions are based on the merits of the job requirement or essential duties in the job description in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equality in pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

IISD is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. IISD will adhere to any federal, state, or local law that protects individuals with disabilities.

This policy is neither exhaustive nor exclusive. IISD is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Employees with questions or concerns relating to a perceived act of discrimination should contact the Assistant Superintendent for Personnel & Administration @ (972) 215-5210.

Back-Ground Checks and Digital Fingerprinting Senate Bill 9

Any person being considered for employment by Irving ISD or any school district in the state of Texas by law will have to undergo a criminal history back-ground check prior to employment. In addition to the criminal background check, Senate Bill 9, a new law enacted by the Texas Legislature requires that all new employees hired by a school district after January 1, 2008, must submit mandatory digital fingerprints before they can began employment. Digital fingerprinting is done solely by an approved vendor under the direction of TXDPS (Texas Department of Public Safety) and TEA (Texas Education Agency). Fingerprint records will be kept solely by TXDPS and becomes part of the national FBI (Federal Bureau of Investigation) clearinghouse database. Digital fingerprinting is a one-time procedure and will not have to be repeated unless the fingerprints are rejected by TXDPS or FBI. Once fingerprinted, any person moving from one school district to another will already have their fingerprints on file in the clearinghouse and will not be required to resubmit their fingerprints.

With the use of the TXDPS data base, Irving ISD can be notified within hours or days of any new issues such as arrests or convictions that Irving employees may be facing or undergoing. This new feature, does not release employees of the responsibility to notify District supervisors of new background information.

Job Vacancy Announcements

Policy DC (Local) TEC 11.16

IISD provides employees an opportunity to indicate their interest in open positions and advancement within the organization in accordance with credentialing, skills, and experience. Notices of all regular, full-time job openings are currently being posted on the District webpage, at campuses, district facilities and Administration Building. Employees interested in applying for vacancies are encouraged to fill out a (n) internal or district transfer via Munis and Employee Self-Serve and make their supervisor aware of their intent or wish to transfer. Computers are available in the Human Resource Building and throughout the campuses and available upon reasonable request or permission to employees for use such as this.

Job openings are posted in the Classified Personnel Bulletin Board located outside the entrance to the Classified Personnel Office and via the District Human Resources web page. Job openings normally remain open for the time required to be posted or until filled. Some jobs due to their specific nature and needs of the district may be filled from within and/or unless the job opening directly affects the safety and security of students. If such is the case, the job will be filled without any specified time line.

IISD recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's previous supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer will also be discussed. Promotions are not automatic but are earned by verified, evaluated performance on the job. Demonstrated ability, skill, knowledge, safety consciousness/record, reliability, initiative, responsibility, the employee's work ethic and attendance record as well as seniority are factors taken into consideration.

Employees may be reassigned or transferred at any time as a condition of employment and based in the best interests of the district or the employee.

Once a transfers request is submitted via Munis, department supervisors will then take the necessary steps to recommend their decisions to the personnel department, who in turn will make the appropriate changes to transfer the employee to the new position and update their pay status accordingly. The department director will have substantial input on all transfers to their departments.

Hiring of Relatives (Nepotism)

The employment and supervision of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and could hurt employee morale. This is known as nepotism. In addition to claims of partiality or nepotism in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by IISD may be hired only if they will not be working

directly for a supervising relative or will not be working directly above the relative's immediate supervisor or directly for the relative's immediate subordinate. IISD employees cannot be transferred into jobs that may strain working relationships. If the relationship is discovered after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within a reasonable timeframe, management will make the decision.

In other cases where a conflict or the potential for conflict arises, even if there is not a supervisory relationship involved, the different parties may be separated by reassignment or terminated from employment. For the purposes of this policy, a relative is any person who is related by blood, marriage, or adoption.

Employment after Retirement

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

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

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. (Working any part of a month counts as a full month.)

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Those employees on their last year prior to retirement are encouraged to contact TRS early in the year to begin completing the required paperwork. The district recommends potential retirees visit with a retirement counselor at TRS offices in Austin, TX. Contact TRS by calling 1-800-223-8778 or 1-512-397-6400. Assistance is also available through the Benefits Office by contacting the Coordinator of Benefits at 972-215-5209.

Time Frame Used For Service

According to a March, 1984 change in TEA Bulletin 691203, all service to a public school in Texas will be based on the contractual year (July 1 - June 30) for determining a year of experience. Previously, the Agency has used the "School Term" calendar. IISD reserves the right to determine actual years of non-school service of any new or current employee. Such service will in no case exceed actual years of experience in a related field.

Service Credit/Work Related Experience for Pay Purposes

The following information and guidelines are applicable to all classified personnel departments. Service credit will only be considered for those jobs/positions that are considered *skilled positions*. Other positions not considered "skilled" may be not eligible to receive service credit. For a complete list of those jobs that meet the criteria above, please ask your supervisor or call the Classified Personnel office. Once verified by the hiring supervisor, such service credit experience will be used to adjust the hourly rate to reflect the appropriate pay scale of the position based on verified experience. The process to receive prior service credit/work experience adjustments is as follows: Prior to being recommended to personnel for hiring, the supervisor in charge of the interview or hire process will discuss provisions of using prior work experience for pay purposes before the job offer is extended and a recommendation made to HR for hiring. At this time the applicant can accept or reject the job offer as all salaries schedules are Board approved and non-negotiable. The hiring supervisor will verify the information by communicating with previous employers the information to be correct or communicate any discrepancies. The supervisor will submit to the Irving ISD personnel office an **Experience Verification Form** along with any other memoranda to document prior work experience eligibility. The personnel office will then submit those changes through Munis to the payroll department to make the pay adjustments based on the new information. The employee should see the changes submitted on the next pay period. Service credit from other schools or universities is taken at full value. Other service credit (non school experience) may be considered at 50 % value. Example: 10 years non-school experience may only qualify for 5 years experience. Consideration of outside experience is determined by position. Maximum experience to be considered is as follows. Maximum 10 years for a position that requires a specific skill set and maximum 15 years for a position that requires a specific skill set and an applicable license or certificate. The maximum amounts can be solely for educational institution credit or a combination of education institution and other work related experience. In the event that educational institution credit exceeds the maximum award amount and no other service credit will be considered. Questions or concerns can be submitted to the Classified Personnel Office at 972-600-5245.

Employment Categories

Irving ISD uses the following definitions or categories of the different job categories the District uses so that employees understand their employment status and benefit eligibility. These categories are: part-time temporary, substitute, part-time, and regular full time employment.

PART-TIME/TEMPORARY employees are those who are hired as interim replacements, temporary supplements to the District workforce, to assist in the completion of a specific project, or for a "seasonal" position. Employment assignments in this category are of a limited duration. Employment beyond an initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees may be eligible to receive benefits (such as Workers' Compensation, and Unemployment Compensation), they are **not eligible** for IISD sponsored benefit programs such as health, dental or vision insurances. Examples of temporary employees are tutors, student workers, seasonal grounds and employees hired for specific jobs funded by grants or other sources.

SUBSTITUTE employees are those who have been hired specifically to work in place of those employees who are absent, out on leave, or to assist in areas that require short term assistance. These employees usually are assigned to work on an intermittent, training, on-call, and/or unpredictable basis. They are in a probationary status. While they may be eligible to receive benefits (such as Workers' Compensation, Unemployment Compensation), they are **not eligible** for IISD benefit programs such as health, dental or vision insurances. Eligibility for district sponsored programs begins when the substitute employee is transferred to a regular or a more full time employment status.

***** Substitute *employees in the operations or food service departments do not work during the summer months.***

PART-TIME employees are those who are scheduled to work at least 20 hours a week. Part-time employees are eligible for some benefits sponsored by IISD and subject to the rules and regulations established by the District. Examples of this type of employment can be found in the Food Services Department.

FULL-TIME employees are those who are regularly scheduled to work in an IISD on a full-time schedule. They are eligible for an IISD benefit package subject to the terms, conditions and limitations of each benefit program.

Evaluation Period

Newly employed personnel to the District enter an evaluation period previously known as probationary time, during which their performance is evaluated during a normal 30 day timeframe. Irving strives to hire employees who are a good fit (skills, work ethic, punctuality, etc) in meeting the goals and standards the District maintains. Due to the "at will" employment status of classified employees, it is important for new employees to have a successful evaluation period. If the employee's performance during this period (normally 30 days) is not satisfactory, the supervisor may recommend to the personnel department that the employee be terminated in accordance with District policy and procedures.

The evaluation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets the expectations of all parties. IISD uses this period to evaluate employee capabilities, work habits, and overall performance. Below is a brief explanation of the differences in the evaluations processes that may be found for both Food Service and Facilities Services

employees

Food Service

New employees in the Food Service Department undergo a similar (normally 30 day) evaluation period; however differences may exist in the way employees are transitioned into the department according to the needs of the Food Service department. New employees begin as probationary trainees and are evaluated twice or 15 day intervals by their manager during this time. After a successful evaluation period, the employee must have proven at a minimum, as satisfactory level of performance in all the areas being evaluated. The employee who successfully transitions is then changed from an evaluation status and enters regular employment status that may be full time or part-time position depending on the needs of the Food Service department.. An unsuccessful evaluation period may result in recommendation to Human Resources for termination of employment by the Food Service Management.

The Food Service Department employs Assistants (part-time 4.5 hour employees), Technicians (part-time and full-time 7.5 hour employees), and Managers (full-time 8.0 hour employees) to staff and operate each of the district cafeterias. With the exception of a few days before the first day of school, and a day after the last day of school, Food Service employees follow the Irving ISD school calendar. Although Food Service employees may be eligible to receive benefits through or upon being hired, holiday pay is not one of them.

Substitutes are another employment category within the Food Service Department. The Food Service department uses both retired and regular substitutes. Substitutes, however, are not eligible for any District sponsored benefits. Substitutes work on an “as needed” basis and are informed of their work assignment on a daily basis by the Food Service secretary. Substitutes may apply for a part-time or full-time assistant or technician position if they are eligible or as these jobs become available.

Evaluation Time Frame used for Facilities, Warehouse, and Security. And Operations

All new and rehired skill trades and non-skilled full time employees in the Facilities Services departments work on an evaluation basis beginning from their date of hire. The evaluation period as mentioned previously referred to as the probationary time is for a time not to exceed 30 days. If the 30 day rule is not used, it will be because management needs additional time and department supervisors make that determination. The immediate supervisors, Asst. Directors, and Directors have the authority to review the employee's performance during the evaluation period and make recommendations.

Employment Reference Checks

To ensure that individuals who join IISD are well qualified and have a strong potential to be productive and successful, it is the policy of IISD to check the employment references of all applicants.

The immediate supervisor and/or the Coordinator of Classified Personnel will respond to all reference check inquiries from other employers on past employees. Responses to such inquiries

will be limited to factual information that can be substantiated by IISD records.

Searches and Alcohol and Drug Testing

Policy DHE

All citizens, including district employees, have a right to be free from unreasonable searches or seizures. 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 not available. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in/on District premises. In addition, the district reserves the right to conduct searches when there is reasonable suspicion to believe a search will uncover evidence of work-related misconduct. Such type of search may include drug and alcohol use. The district may seek the assistance of law enforcement officials to assist in the possible search of an employee, the employee's personal items, work areas, lockers, District owned computers and private vehicles while parked on District premises, worksites or used in the course of business on behalf of the District.

Those employees who are required to have a commercial driver's license and considered to be performing "safety sensitive functions" will be subject to controlled substance testing as required by the Department of Labor and Department of Transportation guidelines and regulations. Pre-employment, reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing will be done in accordance with the Omnibus Transportation Employee Testing Act of 1991. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Coordinator of Classified Personnel.

Work Schedules

Work schedules for employees vary throughout the organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week following FLSA rules and guidelines.

Outside Employment

Employees may engage in non-school employment or business if such employment or business does not interfere with the performance of their duties or conflict with the best interests of the District. No employee shall engage in such non-school employment or business activity during usual and customary school employment hours. Violations of any provision of this rule shall be sufficient cause for immediate termination of employment.

Performance Evaluation

Policy DN (LOCAL)

Evaluation of an employee's job performance is a continual process that focuses on improvement. Classified personnel will participate in the evaluation process by their assigned supervisor at least once annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and other related memoranda may also be used to document performance information. All employees will receive a copy of their written evaluation upon completion. Each employee will participate in a post performance conference

with their supervisor, and have the opportunity to respond to negative points pointed out in the evaluation. Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees found at the end of this handbook. (DGBA LEGAL and LOCAL)

COMPENSATION AND BENEFITS

Wages and Salaries

Policy DEA(Local)

Employees are paid in accordance with administrative guidelines and a Board approved pay structure established for each position. The District's pay plans are reviewed by the administration each year and adjusted as needed. Only Board approved salary schedules are to be used when interviewing potential employee candidates and job offers made. Classified personnel positions are generally classified as nonexempt and are paid bi-weekly based on hourly wages. Classified employees may contact the Classified Personnel Office at (972) 215-5245 for more information about their own pay.

Time Keeping

Accurately recording time worked is the responsibility of every classified employee. Federal and state laws require IISD to keep an accurate record of time worked in order to calculate employee pay and benefits. At the present time, "Kronos" is the official timekeeping software used to track and document work time. Time worked is time "actually spent" on the job performing assigned duties or responsibilities.

Classified employees are required to accurately record the time they begin and end their work day. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. Altering, falsifying or tampering with time records or recording time on another employee's time record will result in disciplinary action up to and including termination of employment. Such actions place both employees in a situation that will result in disciplinary measures. Each employee has the responsibility to clock themselves in and out for accurate time keeping. Any measure that prohibits the employee from clocking in such as a mechanical failure of the District time keeping process such as Kronos or computer managed clock-ins shall be reported to supervisors immediately.

Paychecks

Most if not all classified employees are paid Bi-Weekly. Each paycheck will include earnings for all work performed through the end of the previous week's payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, sick leave, personal leave, or other absence, the employee's paycheck will be mailed to the employee's home address as on record in the payroll office.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. If you have questions about your payroll statement, contact the payroll department at (972) 215-5423.

Direct Deposit of Paycheck

Any employee may request direct deposit of their paycheck to any bank (or credit union) that is a member of the Automated Clearinghouse. An employee wishing to request Direct Deposit should complete the Authorization Agreement for Direct Deposit available from Payroll and attach a voided check or deposit slip for the appropriate account. The first paycheck following the Payroll Office's receipt of the signed authorization will be delivered to the employee as described above while an electronic check is completed to verify that the transaction can be completed. The second paycheck will be direct deposited and the employee will receive only the payroll statement in the manner described above. Direct deposit will continue unless a change is requested by the employee. The Personnel Office may also stop direct deposit if the employee has not provided all materials for their personnel file. The last paycheck of a departing employee will not be direct deposited.

Payroll Deductions

Policy CFEA

The District shall make the following periodic deductions from the salaries of its employees:

1. Federal Withholding Tax as required by law
2. Contributions to the Teacher Retirement System of Texas (6.4%)
3. Teacher Retirement Health Benefit Program (.50%)
4. Medicare contribution (1.45%) (from wages of those hired after April 1, 1986)

The following optional items may be included in payroll deductions provided the employee agrees to accept the rules and regulations concerning membership and anniversary dates as established and approved by the cooperating insurance companies and the District:

- Additional life insurance
- Additional health insurance for spouse and/or dependents
- Income protection insurance
- Cancer and Dreaded Disease insurance
- Dental insurance
- Accidental Death and Dismemberment insurance
- Tax-sheltered annuity
- United Way contributions
- Professional organization dues
- Irving Schools Foundation contributions
- Texas Tomorrow Fund
- Medical and Dependent Care portions of the Cafeteria 125 Plan

Overtime Compensation

Policy DEA

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws (FLSA). All employees are classified as exempt or nonexempt for the purposes of overtime compensation. Only nonexempt employees (including classified employees) are entitled to overtime compensation. Classified employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. Failure to receive prior approval from a supervisor may result in disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours weekly. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Saturday and ends at midnight Friday.

Generally, hours paid but not worked, e.g., vacation or sick leave, **will not** count toward the computation of overtime. However, there are exceptions to this rule, e.g., jury duty, fixed holidays and floating holidays, which, although not worked, **do** count toward the computation of overtime. If you have questions pertaining to your overtime in a given time period, consult your supervisor.

Business Travel Expenses

Policy DEE (Local)

IISD will reimburse employees for reasonable travel expenses incurred while on school business away from the normal work location. All business travel must be approved in advance by the Department Director or his/her designee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Health and Group Life Insurance

Policy CRD(Local)

Irving ISD has joined with several of the surrounding districts in bringing about the creation of a Risk Management Department. The **Risk Management Department** otherwise known as the **RMD** will oversee several of the programs associated with the districts insurance and liability programs. The Benefits office is one of those programs under the umbrella of the RMD. The Benefits Office oversees the District's health, group life insurance programs.

Group health insurance coverage is available to all employees who work on at least a one-half time basis or four hours per day and/or twenty hours per week in a position authorized within the budget as an ongoing position. The District shall pay monthly premiums for group health insurance coverage at the amount established by the Board of Trustees as long as the employee is actively employed and receiving pay from the District or on Family and Medical Leave. Premiums for health insurance coverage for employee dependents shall be paid by payroll deductions authorized by the individual employee. Seasonal, substitute, or temporary positions do not qualify as being eligible for benefits.

Employees who continue to work on at least a half-time basis while drawing a retirement annuity from TRS are eligible for benefits including In-Hospital Indemnity insurance to supplement the health insurance through TRS.

Detailed descriptions of insurance coverage, premiums, and eligibility requirements are available on the district risk management web site or from the Benefits Office. Employees may anticipate an annual update from the Benefits Office in the July paycheck.

New hires have 30 days from hire date to enroll for benefits. If an employee begins work on the 1st working day of the month, the elected benefits are in effect for that month. If employment begins on the 2nd working day or thereafter, benefits go into effect the 1st day of the following month. Employees should contact the Benefits Office at (972) 215-5240 for more information.

Supplemental Insurance Benefits

Policy CRG (Legal)

At their own expense, employees may enroll in voluntary, optional insurance programs. Premiums for these programs are paid for through payroll deductions. Employees should contact the Benefits Office at (972) 215-5240 or visit the District's RMD web page for more information.

Benefit Conversion at Termination of Employment (COBRA)

The passage of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) by the 99th Congress changed the rules for continuation of benefits after resignations or termination of employment. Under COBRA, when participants (employees and dependents) lose eligibility for health insurance coverage because of the events stated below, the eligible participants may elect to retain group benefits. The continued coverage can remain in effect for 18 or 36 months depending on the reason that eligibility terminated. Examples are:

Events allowing the 36-month continuation are:

1. Death of an employee
2. Divorce of an employee
3. Medicare eligible employee (employee becomes eligible for Medicare, leaving dependents without group coverage)
4. Children who lose coverage due to certain contractual eligibility limitations (loss of dependent status)

Events allowing 18-month continuation are:

1. Loss of coverage due to reduction of employee work hours
2. Voluntary employee termination including retirement
3. Employee layoff for economic reasons
4. Employee discharged - except for gross misconduct

Who is eligible for continued coverage?

Only participants covered by the group at the time of the qualifying event are eligible for continued coverage. (State law requires coverage of newborn children for at least 30 days.)

How do participants apply?

If a qualifying event is either the divorce of an employee, Medicare eligibility or a child becoming ineligible for coverage, the eligible participants must send the Benefits Office written notice of the event. The Benefits Office will give written notice to the participants of the continuation option. The notice will include all necessary information and forms.

If the qualifying event is the employee's death or loss of employment (or reduction of hours), the Benefits Office will give written notice to the participants of the continuation option. The notice will contain all necessary information and forms.

When the qualifying event is the loss of coverage due to reduction of working hours or termination of employment, the employee makes the election for continued coverage for all eligible family members. When the qualifying event is the employee's death, divorce or Medicare eligibility, the spouse makes the election for continued group coverage for all eligible family members.

The eligible participants must give written notice of the desire to continue coverage to Ceridian (Cobra Administrator) within **60 days** from the date of the qualifying event or from the date of notification by the employer, whichever is later. The notice should specify names, reason, and date of the qualifying event. Also, include either the Miscellaneous Change Form or a new application card for the participant's continuing coverage and the appropriate one or more month's premium. The participant's coverage remains in effect during the election period if the premiums are paid. Thereafter, participant's premium must be submitted to the Ceridian in advance to allow for timely remittance of the group premium.

As long as the premiums are paid on a timely basis, the participant's coverage will continue **unless:**

1. The benefit time period expires.
2. A continued participant becomes covered under another group health plan as either an employee or a spouse.
3. A continued participant becomes entitled to Medicare benefits.

Benefits and rates for continued participants will be the same as that of the insured group. If a group changes benefits or rates, the participants will receive the new benefits and a new rate.

The law allows the IISD to charge employees a service fee of up to two percent of the premium to defray its administrative costs. A conversion option to an individual health contract may be elected at the expiration of the continued group coverage. For more information, contact the Employee Benefits office.

Cafeteria Plan Benefits (Section 125)

All employees who are covered by the Teacher Retirement System are eligible to participate in the District's 125 Cafeteria Plan. The 125 program allows all payroll deductible premium payments (except Disability Insurance) - excess or dependent health insurance, accidental death and dismemberment insurance, cancer and specified disease insurance, dental, vision, and additional term life insurance (to a maximum of \$50,000) - to become payroll reductions and to be paid for with pre-tax dollars. Eligible premiums will automatically be tax-sheltered unless the employee declines in writing on a form available in the benefits office.

Additional parts of the program allow eligible employees to establish an account for monies necessary to pay for non-reimbursable medical expenses - health insurance deductibles and co-insurance, vision care, dental care, etc. (to a maximum of \$5,000.00 a plan year) and/or dependent care (to a maximum of \$5,000 a plan year.) These monies are deducted (reduced) from the employee's salary and placed in a special account(s). The district's plan year runs from September 1 to August 31 of each year.

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides worker's compensation benefits to employees who suffer a work-related illness or who are injured on the job. Benefits pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. Payments are funded by the District. All work-related injuries/illnesses should be reported immediately to the immediate supervisor or any other available department supervisor as well as to the Risk Management Department by fax@972-215-5239 within 24 business hours. The original report form is to follow by district mail. Employees who are unable to work due to a work-related injury/illness must provide documentation from his/her treating physician of inability to work. Injured employees will be notified of their rights and responsibilities under the Texas Labor Code and Division of Workers' Compensation.

Administration of all Workers' Compensation is the responsibility of the Risk Manager.

Procedures to be followed by the employee and the District in the event of a work-related injury are as follows:

1. Personnel injured on the job are required by law and local policy to notify their immediate supervisor IMMEDIATELY and to complete a written "Employee First Report of Injury/Illness" as soon as possible to send to the Risk Management Department (RMD).
2. Any employee unable to report to work following a reported injury must **notify his/her**

supervisor IMMEDIATELY that he/she has been taken off work by his/her treating physician because of the work-related injury. Medical documentation of the inability to work must be provided immediately to the Risk Manager in order for Workers' Compensation benefits to begin to accrue.

3. Any employee ready to return to work following an injury will need a doctor's release statement returning him/her to work. This doctor's release statement must be given to the Risk Manager when the employee returns to duty. The Risk Manager will forward the medical documentation of fitness for duty to the employee's immediate supervisor.
4. After exhausting all accrued leave, Family and Medical Leave (if applicable), Sick Leave Bank, Extended Leave (if qualified) and vacation (if requested) time, but the employee's treating doctor cannot release him/her to return to work, the employee will be notified by the Risk Manager of the pending date of loss of job protection. ADA guidelines will be consulted before a termination letter from the classified personnel office is issued notifying the individual of the action by the district to terminate employment.
5. At such time as the individual obtains a physician's release to return to work, he/she will notify the Risk Manager and provide medical documentation of fitness for duty. This individual must be able to meet the physical demands of the essential functions of the position and/or job description. He/she is now clear to apply for any job he/she is qualified to do. This job will be the same as any new employee who applies and is qualified to do the job or position applied.
6. Any questions you may have may be directed to the Risk Manager @ (972)-215-5418 or you may call the Division of Workers' Compensation Office at (214) 350-9299 or 1-800-252-7031.
7. The Risk Manager will contact the employee as soon as possible upon receipt of notice of injury/illness or lost time from work to inform the employee of their rights and responsibilities regarding your Workers' Compensation benefits.

Employees will be asked to choose whether or not to: (1) use and be paid for accrued paid leave in addition to weekly Workers' Compensation benefits while at the same time using unpaid Family and Medical Leave (if eligible), or (2) use unpaid Family and Medical Leave (if eligible) plus weekly Workers' Compensation benefits and when FML is exhausted, then use and be paid for accrued paid leave (sick or personal leave and/or vacation). The combination of any Workers' Compensation disability payments and sick leave benefits will in no case exceed the employee's normal weekly earnings.

Early Return to Work Program: (Modified Duty)

Irving ISD is committed to providing a safe workplace for its employees. Unfortunately, injuries do occur. First and foremost the District believes that employees provide valuable services and part of the healing therapeutic process is to return the employee to their regular assignment at the earliest possible time among his/her peers. The second part is to assist in the transition of an employee to full duty, and based on the employee's physical restrictions stipulated by the treating physician and the capabilities of the district to accommodate those restrictions. The Supervisor along with the Risk Manager, the employee and the employee's physician, will gauge and determine whether an employee will return to full duty. Returning employees who are restricted by their treating physician to full duty must bring medical documentation to the Risk Manager immediately upon receipt of such documentation. Assignment to restricted duty will be made on an individual basis in cooperation with the employee's treating physician and the department to which the employee is assigned and will in

no case be permanent. The implementation of restricted employment is limited to a specific period of time and in no way may be interpreted to be extended beyond the specified period of time. An employee may be terminated from employment if he/she is unable to perform his/her pre-injury job duties after all leave and job protection is exhausted.

Unemployment Compensation Benefits

Policy CRF (Legal)

Administration of all Unemployment Compensation Benefits is the responsibility of the Risk Manager. Irving ISD provides Unemployment Compensation Benefits for employees who have lost their jobs through no fault of their own (this includes employees who are terminated due to a reduction in force). These payments are funded by the District and are administered by the Texas Workforce Commission. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have reasonable assurance of returning to work. Employees with questions about unemployment compensation benefits should contact the Risk Manager at (972) 215-5418. Information for claimants is also available at any Texas Workforce Commission office or by internet access at www.twc.state.tx.us/.

Teacher Retirement

Policy CFEA (Legal)

Membership in the Teacher Retirement System is a prerequisite of employment. The State of Texas maintains a retirement system for employees of Texas school districts. Deductions of 6.90% (6.4% for teacher retirement and .50% for Teacher Retirement Health) are made from employees' monthly salaries. The 6.90% for Teacher Retirement is not subject to Federal Withholding Tax effective January 1, 1989. The deductions for Teacher Retirement Health help fund a health insurance program for Texas school retirees at minimal cost

When an employee's service is terminated with the District, and he/she has completed an exit interview he/she may withdraw from the retirement fund only the amount he/she has paid into the fund, plus interest. Forms required for withdrawal of TRS funds are available in the District's Business Office.

Employees who plan to retire under TRS should contact them at 1-800-223-8778 to receive information on the application procedures for TRS. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-233-8778 or 512-397-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Tax Sheltered Annuity Program

Policy CRG (Legal)

Under this District-sponsored program, employees may reduce their current income tax payments and provide for additional cash accumulation or retirement income as the same time by entering into a Salary Reduction Agreement with the District whereby a certain amount of

the employee's income is redirected into a tax sheltered annuity program. The income tax aspects of this program are governed by Section 403(b) of the Internal Revenue Code (IRC). Employees may engage in tax-sheltered annuity programs offered by any agent, broker, or company that complies with the guidelines established by the District. Annuity enrollments or changes can be processed in any month of the year. To do so, employees need to contact the district's third party administrator Nation Plan Administrators by calling 1-800-880-2776. This program is available to all employees regardless of number of hours worked.

Medicare

All employees new to Irving Independent School District, on or after April 1, 1986, are required by law to contribute 1.45% of their gross salary to Medicare. The District will make a matching 1.45% contribution for each eligible member.

This is not a deduction for Social Security benefits; the District is not required to deduct for Social Security benefits. This deduction will provide Medicare benefits for the employee at age 65.

Holidays

Irving ISD provides twelve and eleven month regular full-time Facilities, Grounds, Operations, Security, Warehouse and Science Center employees with 8 regular plus 2 floating holidays as scheduled by the Superintendent or his designee. Employees who are still in their 30-day probationary period are not eligible for holiday pay. At the completion of the 30-day evaluation period, employees are eligible for fixed holiday pay only. All holidays must be taken in full-day increments. The Security and Operations division, because of the nature of their work, follow different guidelines for the use of holidays. Questions from security or operations employees should be directed to the Director of Security and Operations.

- Two of the ten holidays will be designated as floating holidays.
- New employees must wait 6 months following the date of placement as a regular employee (not a substitute) before taking floating holidays.

Use of paid holidays will be according to procedures developed by Department Directors and in keeping with the differing staffing needs of the various departments.

In order to receive holiday pay, an employee must have been paid for the day immediately before and the day immediately following the holiday. The pay can be for regular pay, sick leave pay, vacation pay, or pay received from the Sick Leave Bank. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Paid holiday hours count toward the computation of overtime.

LEAVES AND ABSENCES

Leaves and Absences

Policy DEC (Local)

Accruals

Beginning July 1st, 2010, classified personnel employees will receive leave accruals at the beginning of each new fiscal school year (July 1st) similar to other District employees. The only exception to this change will be vacation time. Please read the section on vacation time as this will be qualified using different rules.

Local Sick Leave

The District grants local sick leave sufficient to provide the employee with one day of sick leave for each month of employment in any given work year as follows:

1. Ten-month positions less than 202 workdays get 5 local days (available after September 1st). Example: Campus Auxiliary Officers.
2. Eleven-month positions 202-224 work days get 6 local days.
3. Twelve-month positions 224-261 workdays get 7 local days.

Local sick leave is earned at the rate of ½ day for each 18 days for the first 180 days of employment and one day for each 22 days of the employment over 180 days. Employees may accumulate a maximum of 60 days. These days are not transferrable to other school districts if the employee moves. The use of local and state personal sick leave is subject to the rules and procedures established by the District when using such leave. Leave should be used for the purposes of personal illness, illness in the immediate family, family emergency or death. Classified employees who need to use sick leave are subject to the 5 consecutive and 3 consecutive maximum day rules. If an employee is out for the 5 days maximum they may have to provide medical certification or documentation upon returning to employment. If an employee leaves the district before the end of the year, the cost of any unearned leave days will be deducted from the employee's final paycheck.

Classified personnel wishing to join the Sick Leave Bank may do so by donating 3 days of local leave to the bank per SLB policy. Employees should be aware that by contributing 3 of their local sick leave days, they have a remaining balance of 2 local and 5 state sick leave days left to use. Employees are responsible for keeping themselves updated on the balance in number of days of accrual left after they use any leave. Any leave that is taken without accruals becomes a dock to their pay and subject to the absence or leave policy. Abuse of the leave or accrual policy may result in disciplinary action up to termination of employment. **Any employee anticipating incurring a period of absence beyond 3 days consecutively must visit with the Coordinator of Benefits to apply for any job protection afforded by district policy or state or federal guidelines before the beginning of any long-term leave.** Those employees who do not meet job protection status may be terminated by the District and a replacement sought.

State Personal Sick Leave

State personal sick leave accruals rates are awarded and calculated similar to local leave and the number of days an employee is eligible are matched to that of local leave accrual time. There is

no limit to the accumulation of state personal leave and this leave **is transferable** to other Texas school districts and education service centers. Use of state personal leave is also subject to rules and procedures when requesting to use such leave.

Accruals for new classified employees hired after July 1st, mid year, or any other time thereafter will have their local leave accrual schedule modified using a pro rated leave accrual schedule at the time of hire. Classified employees also qualify for 8 paid regular and 2 floating holidays per year or according to the district calendar and depending on time of hiring and/or service. Floating holidays must be used prior to the June 30th deadline. Any unused floating holidays left after this date will be lost. Classified employees hired after December 31st will not qualify for floating holidays.

Exemplary Attendance

Irving ISD employees have an opportunity to earn additional days of Local Sick Leave for outstanding exemplary attendance each year. Employees will have the option of using these additional days for absences, “sell” the days at retirement, or “sell” the days during employment at a reduced rate. (Please visit the district webpage for full guidelines or explanation.)

Use of State Personal Leave and Local Sick Leave

The use of state personal and local sick leave **should not** be considered or used as additional holidays, but should be used in the event of true illnesses or emergency purposes. District employees are held to the expectation of attending to their jobs on a daily basis. Absences put extra burden on all other District employees and deduct from creating optimum opportunities for all.

For purposes of:

1. personal illness,
2. illness in the immediate family,
3. death in the immediate family or
4. family emergency (limited to natural disasters and life-threatening situations involving the covered employee or a member of the employee's immediate family)

Available leave shall be used as dictated below:

- | | |
|----------------|---|
| First: | Local sick leave , if any |
| Second: | State sick leave , if any, accumulated prior to 9/1/95 |
| Third: | State personal leave accumulated after 9/1/95. |
| Fourth: | Exemplary attendance days |

State personal leave accrued from 9/1/95 may be used at the individual employee's discretion. A request for discretionary leave for classified personnel shall be submitted to the employee's supervisor five days in advance of the anticipated absence. Supervisors will approve requests for discretionary personal leave based on the needs of the District and/or the requirements of the position of the employee making the request. Employees do not need explanation for request for personal discretionary leave less than 5 days.

Discretionary personal leave may not be taken as follows:

1. the day before a designated holiday for the employee
2. the day after a designated holiday for the employee
3. days designated as training days for the employee
4. first or last day of the academic semester
5. for more than **3 consecutive days** except in extenuating circumstances as approved by the Superintendent's designee
6. for more than **5 days in a school year** except in extenuating circumstances as approved by the Superintendent's designee

Non-discretionary Leave

If an employee is absent due to personal illness for 5 or more consecutive days or for an illness of immediate family members for 3 or more consecutive days, such an employee will be asked to provide a doctor's statement before paid leave can be used/paid. Paid sick leave, for the purpose of illness, can be used in minimum increments of fifteen minutes.

Leave for a death in the immediate family shall be limited to not more than 5 workdays for each occurrence. These days come from regularly accrued leave. They are not "in addition to" regular leave.

Sick leave/Personal leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Sick leave/Personal leave benefits are intended solely to provide income protection in the event of illness or injury. Unused local Sick Leave/State Personal Leave are not paid to employees upon resignation/termination.

Local Sick Leave Buy-back

Another benefit approved by the Irving Independent School District Board of Trustees on Oct. 4, 1999 provides for a buy-back of local sick leave, earned after October 4, 1999, at the time of an employee's **initiation of retirement annuity payments** from their Teacher Retirement System account. To be eligible for this benefit, the employee must have a balance of at least fifteen local sick leave days at retirement. The rate of compensation for these days will be determined annually by the Board of Trustees.

In the event that you are unable to report to work due to illness or injury, you must call the location where you are assigned to advise your immediate supervisor. In addition, employees must then call their department supervisor no later than the time designated by their department to state the reason that they will be unable to work. This will entitle you to use accumulated benefits (sick leave for personal/family illness, family death, etc.). If the notifying call is made after the required time, benefits will not be paid unless there are extenuating circumstances verified and approved by the Department Director.

Pregnancy-Related Absences

Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by

other medical conditions, under any health or disability insurance or sick leave plan available in connection with employment.

Sick Leave Bank

The Irving ISD Board of Trustees authorizes the establishment of a Sick Leave Bank with membership available to employees on a voluntary basis. The purpose of the Sick Leave Bank is to provide up to 30 additional sick days of leave annually to members of the bank in the event of extended illness, surgery, or temporary disability due to an injury. This source of sick leave is available ONLY to Bank members and ONLY after a member's accumulated sick leave has been exhausted.

All regular full-time and regular part-time employees are eligible to join the IISD Sick Leave Bank during designated enrollment periods. Eligible employees join the Sick Leave Bank by contributing three days of local sick leave. All 3 days of local sick leave must have been contributed before an employee is a full member of the bank. Membership forms may be obtained from Personnel or the Benefits office. *Reminder: In donating 3 days of local sick leave to become a member of the SLB and employee only has 2 remaining days to use.*

Extended Local Sick Leave

The Superintendent may grant up to ten days maximum extended local sick leave. The employee must make a written request for such extended leave and such request must be accompanied by a signed physician's statement certifying temporary disability of the employee. Also, the following conditions must be met prior to applying for extended sick leave days:

- All accumulated sick leave has been exhausted;
- The employee is a member of the District Sick Leave Bank and has applied for leave days from that source;
- The reason for absence is for a reason that is acceptable by the District in complying with former Texas Education Code 13,904(c) as referenced in Senate Bill 1, Section 66, Act of the 74th Legislative Session of 1995.

If extended sick leave is granted, the cost of 1/2 day's pay shall be deducted for each day granted.

Family and Medical Leave

**Any district employee who anticipates incurring a long term absence from work due to illness, injury, or pregnancy is expected to visit with the Coordinator of Benefits to begin the process of applying for FMLA protection. The process is not automatic as has been believed. Employees should visit with the Coordinator of Benefits at least one month in advance of the absences to complete the necessary paperwork and notification process. If the absence is unanticipated, please visit with the Coordinator of Benefits as soon as is possible.*

The Family and Medical Leave Act of 1993 makes available up to 12 weeks of unpaid Family

and Medical Leave per year (July 1 to June 30) to eligible employees. Eligible employees are those who have been employed by IISD for twelve months and have worked for 1,250 hours in that 12-month period. Those employees shall be entitled to a total of 12 work weeks of leave, without loss of any employment benefit accrued prior to the beginning of the leave for one or more of the following reasons:

1. Birth, adoption or placement of a child for foster care,
2. To care for a spouse, child, or parent if the spouse, child, or parent has a serious health condition, or
3. The employee's serious health condition prohibits the performance of the essential duties or functions of his/her job description.

Irving ISD has the right to require certification from a health care provider to support a claim for leave under this act and, in some cases, advance notice of the desire to take leave. Employees should contact the Classified Personnel Office for more complete information. Employees receiving Workers' Compensation benefits may elect to use accrued sick leave or Family and Medical Leave first. *29 U.S.C. 2611(2), 2612(a)*

All employees will have permanent replacements put in their positions when Family and Medical Leave expires *unless*

- the employee is able to return to work on *the day after* the FML expires,
- the position has been advertised, *but not filled* when his/her physician releases the employee to return to work, or
- the first term of entitlement for one year overlaps the entitlement for the next year and the employee is eligible for a second entitlement period.

A husband and wife who are eligible for FMLA and who are both employed by the district may be limited to a combined total of 12 weeks of leave during a 12-month period if the leave is taken:

- For the birth of a son or daughter or to care for the child after birth
- For the placement of a son or daughter for adoption or foster care, or to care for the child after placement or
- To care for a parent with a serious health condition

Family and Medical Leave runs concurrently with accrued sick and personal leave. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

Requests for FMLA

When the need for Family and Medical Leave is foreseeable, employees who want to use it must provide 30 day advance notice of their need to the Coordinator of Benefits. When the need for leave is not foreseeable, employees must contact Jeanette Severson, Coordinator of Benefits, as soon as possible. Employees may be required to provide the following:

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

Employees requiring family and medical leave should contact the Coordinator of Benefits for details on eligibility, requirements, and limitations.

Intermittent leave

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

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

Assault Leave

In addition to all other days of leave, a District employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from physical injuries sustained as a result of the assault. At the request of an employee, the District must immediately assign the employee to assault leave. Days of assault may not be deducted from accrued personal leave. Assault leave may not extend more than two years beyond the date of the assault. Following an investigation of the claim, the District may change the assault leave status and charge the leave against the employee's accrued personal leave or against the employee's pay if insufficient accrued personal leave is available.

Notwithstanding any other law, assault leave benefits due to an employee shall be coordinated with temporary income benefits due from Workers' Compensation so the employee's total compensation from temporary income benefits and assault leave policy benefits will equal 100 percent of the employee's weekly rate of pay.

Jury Duty

The District may not discharge, discipline, reduce the salary of, or otherwise penalize or discriminate against an employee because of the employee's compliance with a summons to appear as a juror. For each regularly scheduled workday on which a non-salaried employee serves in any phase of jury service, the District shall pay the employee the employee's normal daily compensation. An employee's accumulated personal leave may not be reduced because of the employee's service in compliance with a summons to appear as a juror. *Education Code 22.006*

Court Appearances

Absences for court appearances that are not part of a subpoena, jury duty or non-school business shall be deducted from the employee's personal leave or as a leave without pay. Employees may be required to submit documentation of their need for leave for court appearances.

Compliance with a Subpoena

The District will not discharge, discipline, or penalize in any manner an employee because the employee complies with a valid subpoena to appear in a civil, criminal, legislative or administrative proceeding.

Military Leave

Paid leave for military service: All employees of the District who are members of the state military forces or of the reserve components of the United States Armed Forces shall be granted a leave of absence from their duties without loss of time, efficiency rating, vacation time, or salary on all days during which they are engaged in authorized training or duty ordered or authorized by proper authority in a federal fiscal year.

Reemployment after state military leave

Employees who leave the District to enter into active duty with the Texas National Guard or Texas State Guard may return to employment if they are honorably discharged or released within five years. Employees who wish to return to the district will be reemployed in the same position they previously held or reassigned to a position of similar seniority, status, and pay, provided they are still qualified to perform the required duties of the position. Application for reemployment and evidence of honorable discharge or release must be submitted to the Coordinator of Classified Personnel within 90 days of discharge or separation.

Re-employment after federal military leave

Employees who leave the District to enter into the United States uniformed services may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Coordinator of Classified Personnel.

Employees who perform service under the military may elect to continue their health plan coverage at their own cost for a period not to exceed 18 months. Employees should contact the Coordinator of Benefits for details on eligibility, requirements, and limitations.

Military service family leave

An eligible employee is entitled to leave to care for an active duty military service member who incurs a serious illness or injury in the line of duty. The service member must be the

employee's spouse, child, parent, or next of kin. An eligible employee may take up to 26 weeks on a one-time basis to provide care to a covered service member.

Vacation

DED (Local)

Full-time classified employees such as Facilities Services personnel and Science Center employees are eligible to earn and use vacation time as described in this policy. The amount of paid vacation time employees receive each year does not increase with the length of their employment as shown in the following schedule.

Accrued vacation may be taken after the employee has been with IISD for 6 months. Vacation requests are done through their immediate supervisors and will be awarded based on District needs and staffing requirements.

Facilities Services employees can roll-over up to five days per year. This means that an employee can take up to five days of vacation by December 31st. The remaining 5 days will roll-over to the next vacation year. No more than five days can roll-over into any year. Custodial operation employees should expect to take vacation during the months of June and July. Exceptions are approved only by the Director of Security and Operations or Director of Facilities Services.

Vacation time may not be granted in place of an absence on any given day prior to the beginning of a shift and such an exception can only be made by a department manager.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Attendance and Punctuality

To maintain a productive work environment, IISD expects employees to be both reliable and punctual when reporting for scheduled work. Employees who fail to report to work, or who report to work after the start of their shift, place an undue burden on other employees within the department. It is understood that at times, employees cannot avoid missing work; and at times, due to unforeseen circumstances, employees will be late for work. In each instance, it is the responsibility of the employee to contact his/her immediate supervisor, or department manager, or report an absence or tardiness. Each department will establish a call-in procedure for employees to follow (ex. Food Service employees are to call their immediate supervisor at the campus they work in; Service Center employees, however, are to call their respective manager). Employees who fail to follow these procedures will be subject to disciplinary procedures established by the department to deal with such issues.

The District strongly encourages employees to monitor their use of accumulated benefit time to avoid attendance/tardiness issues that may jeopardize their job or incur disciplinary issues such as docked wages, counseling, or even possible termination for excessive tardiness or unexcused absences. The accrued time to be used is limited to personal illness or personal leave (see guidelines for use of personal leave).

All absences not described above and not applied for under the guidelines for using state personal leave days for personal leave will be considered an **unauthorized absence and will not be paid.

No Call-No Show/Job Abandonment

An employee who fails to call in a tardy or an absence to his/her immediate Supervisor/Manager as prescribed by policy or procedure will accrue what will be referred to as a No Call-No Show violation. Such a violation will be considered by management as a disciplinary issue that may result in docked wages, unexcused absences, and counseling ending in a record of such a violation(s) to be added to their personnel file. Continuous No Call-No Show violations up to 3 consecutive days may result in the termination of employment for job abandonment. Department managers and supervisors will make determinations for extenuating circumstances.

Absenteeism

Unexcused Absence:

In the past, the District has viewed missed work in terms of tardiness (reporting to work after the scheduled start of a shift) or docked wages (being absent without benefit time and/or without proper authorization from an immediate supervisor or department manager). Today, all incidents of tardiness and/or docked wages are termed as an “**unexcused absence**”. No distinction, relative to the District’s attendance policy is to be made between tardiness and docked wages.

In order for the District to operate efficiently and effectively, all employees must report to work daily and on time. All employees are to follow established clock-in or scheduled work hours or shifts. Failure to follow established procedures for work hours disrupts the “work flow” and managers and supervisors are forced to make changes to adapt to the absence of an employee. Many times Department managers or supervisors may find it necessary to reschedule priority work due to unexcused absent employees. Due to such constraints, a department manager may refuse an employee’s request for an absence or the opportunity to an employee to report to work after the beginning of a scheduled shift.

Employees who fail to follow established work shift or clock-in procedures and guidelines will be assessed one incidence of unexcused absence. Once an employee has accumulated three (3) incidents of unexcused absences within a 12-month period, he/she will be formally counseled for the unexcused absences in the form of a Performance Correction notice. A copy of such a report will be added to that employee’s personnel file. Continuance of such behavior will result in the employee receiving a “final written notice” for the unexcused absences and may result in disciplinary actions up to termination of employment.

Irving ISD encourages its employees to pay close attention to maintaining accrued benefit time. Employees jeopardize their employment when all paid benefit time is exhausted for reasons other than true illnesses or emergencies.

Docked Wages

“Docked wages” may result when an employee fails to follow the established call-in procedure of his/her department and is absent or tardy for all or any portion of a workday from their job. Failure to follow the procedure, even though an employee may have accrued paid time to apply to the absence, will result in docked wages.

EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee Recognition and Appreciation

Policy DJ (Local)

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. Recognition and appreciation activities also include the Employee of the Month Program for Facilities and through District recognition.

District Communications

Throughout the school year, the Public Information Office 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. They include but are not limited to the following:

- District Weekly
- Board Action
- Inside IISD
- Basic Facts Brochures

EMPLOYEE CONDUCT AND WELFARE

Standard of Conduct

Policy DH (Local)

The successful operation and reputation of IISD is built upon the principles of fair dealing and ethical conduct of our employees. District reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of IISD is dependent upon our community’s trust and we (District employees) are dedicated to preserving that trust. Employees owe a duty to IISD and its community members (The taxpayers and parents of the Irving Independent School District.), to

act in a way that will merit the continued trust and confidence of the public.

IISD will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

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

- Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance, or as early as possible, in the event they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district procedures and policies.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.
- Observe that personal conduct is within the boundaries of expectations from the point of view of the public. Such observations may include avoid wearing district uniforms or school attire such as T-shirts with school logos in places that may compromise public perception of school district employees.

Compliance with this philosophy of employee ethics and conduct is the responsibility of every IISD employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action up to and including termination.

Alcohol and Drugs

Policy DI (Local)

Employees shall not possess, use, or be under the influence of alcohol during working hours or at school-related events outside of usual working hours. An employee need not be legally intoxicated to be considered "under the influence" of alcohol. A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee upon employment and at the beginning of each year.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours. The following list is not an exhaustive legal example of those items prohibited by law:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

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

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

Each employee shall be given a copy of the District's notice regarding drug-free schools. (**SEE APPENDIX**)

Use of Profanity or Vulgar Gestures

Policy DH (Local)

An employee shall not use profanity or vulgar gestures at any time while acting in his/her capacity as an employee of the District. Employees who in the course of performing their duties use either or both profanity or vulgar gestures towards other employees or the general public will be subject to disciplinary action up and to termination.

Employee Welfare

Freedom from Harassment

Policy DIA, DHB, FNCL (Local)

IISD Board of Trustees policy states that employees shall not engage in harassment motivated by race, color, gender, religion, national origin, disability, age or/and directed toward students or District employees. Employees shall not tolerate harassment of others and shall make reports as required at Reporting Procedures. Sexual harassment is included under this harassment policy. A substantiated charge of harassment against a student or employee shall result in disciplinary action up to and including termination.

The term "harassment" including sexual harassment is the repeated, unwelcome, and offensive conduct including, but not limited to slurs, jokes, or other oral, written, graphic or physical conduct relating to an individual's race, skin color, religion or religious practices, accent, or in the form of physical aggression or assault, other negative stereotypes, need for workplace accommodation, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to their supervisor. If the supervisor or campus principal is the subject of such a complaint, the employee shall report the complaint directly to the Superintendent. An employee who suspects or knows that a student is being harassed by a school employee or by another student/s shall inform his/her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. Oral complaints shall be reduced to writing to assist in the District's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. An employee may appeal the decision of the supervisor regarding the investigation into the allegations in accordance with **DGBA (LOCAL)**. The District shall not retaliate against an employee who in good faith reports perceived harassment.

Employee-to-Employee

Policy DIA, DH, (Local)

Sexual harassment as well as other forms of perceived harassment of a coworker is a form of discrimination. Board Policy DIA (Local) prohibits employee conduct constituting harassment including sexual harassment of other employees. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: **1)** submission to such conduct is made either explicitly or implicitly a term or condition of employment; or **2)** submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or **3)** such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Same-sex sexual harassment is prohibited. These same characteristics apply to harassment of employees because of race, color, gender, national origin, disability, religion, age, or belief systems.

The District shall exercise reasonable care to prevent and promptly correct any harassing behavior and develop preventive or corrective measures to address such behavior. A supervisor with immediate (or successively higher) authority over an employee shall not create an actionable hostile environment for that employee nor take a tangible employment action (hiring, firing, failing to promote, reassignment with significantly different responsibilities, or a decision causing a significant change in benefits) based on an employee's sex.

Employees who believe they have been or feel they are being harassed by other employees are encouraged to come forward with their complaints. District officials or other designated agents shall investigate promptly all allegations of harassment of employees by other employees, or members of the general public and appropriate officials shall take prompt and disciplinary action against any employee(s) found to have engaged in conduct constituting harassment.

The District's policy outlining the process of filing complaints of sexual or other harassment is outlined and printed at the end of this handbook. Forms are given on request or as seen appropriate by a District supervisor at time of initial meeting.

Harassment of Students

Policy DH, FFG, FFH (Local), (Legal)

Sexual and other perceived harassment of students by employees are forms of discrimination and is prohibited by law. Harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students are strictly prohibited. Other prohibited conduct includes but not limited to the following:

- Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification
- Telephoning students at home or elsewhere to solicit inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual abuse of a student by an employee, when there is a connection between the physical sexual activity and the employee's duties and obligations as a District employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse. *U.S. Const. Amend. 14, Doe V. Taylor ISD. 15 F.3d 443 (5 Cir. 1994)*

Reporting Requirements

Employees who suspect a student is being harassed sexually or in any other form or abuse by another employee, or others are obligated to report their concerns to the most appropriate supervisor who may be the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by state law. Employees with questions or concerns relating to the alleged sexual harassment of a student or any other person or employee should contact the building principal, immediate supervisor, or Title IX coordinator. In considering and investigating allegations that an employee has sexually harassed or sexually abused a student [see FFG (Legal)], the investigation shall proceed from the presumption that the employee's conduct was unwelcome.

Oral complaints shall be reduced to writing to assist in the District's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Reporting Suspected Child Abuse

Policy DG, DH, *FFG*, GRA (Legal), (Local)

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 within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). 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.

A person commits a Class B misdemeanor if he or she has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report it as provided by law. *Family Code 261.109*

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Employees are not required to report their

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

Associations and Political Activities

Policy DGA (Legal)

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.

Safety

Policy CK (Local)

To assist in providing a safe and healthful work environment for employees, customers and visitors, IISD has established a workplace safety program. This program is a top priority for IISD. All immediate supervisors have responsibility for implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all employees.

IISD provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communication.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Forms for reporting unsafe conditions to the District's Loss Control Team are available at each work site for use in filing a report of an unsafe condition. **Employees who blatantly violate safety standards, who cause hazardous or dangerous situations, who because of unsafe actions cause damage to district property, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.** The district publishes and distributes a safety manual which specifies or directs

employees in the use of safety procedures and guidelines. Irving ISD is committed to ensuring employee safety and the practice of safe work rules. This is done with the belief that both the district and the employee are responsible for the elimination of unsafe work practices.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the immediate supervisor or the appropriate supervisor and complete a First Report of Injury form.

Workplace Violence Prevention

IISD is committed to preventing workplace violence as well as maintaining a safe work environment. Given the increasing violence in society in general, IISD has adopted the following guidelines to deal with intimidation, harassment, or other threats (perceived or actual) during business hours or on its premises.

All employees, students, members of the general public, supervisors and temporary employees, shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be perceived as dangerous or intimidating to others. *Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from any property under the oversight of Irving Independent School District.*

Conduct perceived to be threatening, intimidating, or seem as to coerce acts of violence at any time, including off-duty periods, **will not be tolerated**. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, direct and/or indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the general public. When reporting a threat of violence, be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor and/or the District Security Department. Do not place yourself in peril. If employees see or hear a commotion or disturbance near their works station, they should not try to intercede, intervene, or become involved. Do not leave a workstation to see what is happening. Management will make every effort to respond to all workplace violence claims.

IISD will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of the investigation, IISD may suspend employees, either with or without pay for any perceived or suspected threatening actions.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

IISD encourages employees to bring their disputes or differences with other employees to the attention of their immediate supervisor before the situation escalates into potential violence.

IISD is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Tobacco Use

Policies DH, GKA, FNCD (Legal), (Local)

Smoking or use of tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from using any tobacco products while inside or outside of District vehicles and/or premises. Notices stating that use of tobacco products and smoking is prohibited by law and punishable by a fine are displayed prominently throughout the District in all school premises. Tobacco products include, but not limited to, cigarettes, cigars, pipes, snuff, or chewing tobacco. District employees are subject to state and/or city regulations and ordinances and may be cited on the spot for consumption of tobacco or alcoholic products by law enforcement officials within their jurisdiction on school or district premises.

Employee Arrests and Convictions

Policy DH (Legal)

With the advancement of technology and the implementation of fingerprinting technology, it has become almost instantaneous to get information such as arrests. Irving ISD, through TXDPS has access to instantaneous updates on current employees. It is still the responsibility of the employee who is arrested or subsequently indicted for any felony or any offense including *moral turpitude* for reporting to the principal or immediate supervisor within three calendar days of the arrest or indictment. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event. *Moral turpitude* includes, but is not limited to, the following:

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

Possession of Firearms and Weapons

Policies GKA (Local), (Legal)

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity

takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to a building administrator immediately.

Copyrighted Materials

Policy EFE (Legal), (Local)

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

Computer Use and Data Management

Policy CQ (Local)

Computers, computer files, the e-mail system, and software furnished to employees are IISD property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored. IISD prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. The display or transmission of sexually explicit messages, images, and cartoons is not allowed. Other misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Guidelines for Acceptable Use of Technology Resources

These guidelines are provided herein so that employees are aware of the responsibilities they accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMS, digitized information, communication technologies, and internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

1. Expectations

- a. Use of computers, other technical hardware and computer networks is only allowed when granted permission by the employee's supervisor.
- b. All users are expected to follow existing copyright laws.
- c. Employees are expected to notify their supervisor or the Executive Director of Technology whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Employees who identify or know about a security problem are expected to convey the details to their supervisor or the Executive Director of Technology without discussing it with others.

1. Unacceptable Conduct (includes the following, but is not limited to)

- a. Using the network for illegal activities, including copyright or contract violations.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- f. Intentionally wasting finite resources, i.e., on-line time.
- g. Gaining unauthorized access anywhere on the network.
- h. Revealing the home address or phone number of one's self or another person.
- i. Invading the privacy of other individuals.
- j. Using another user's account or ID card or allowing another user access to your account or ID.
- k. Coaching, helping, observing or joining any unauthorized activity on the network.
- l. Forwarding/distributing e-mail messages without permission from the author.
- m. Posting anonymous messages or unlawful information on the system.
- n. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, abusive, sexually explicit, threatening, demeaning, slanderous.
- o. Falsifying permission, authorization of identification documents.
- p. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- q. Knowingly placing a computer virus on a computer or network.

2. Acceptable Use Guidelines

- a. General Guidelines:
 1. All employees will have access to all available forms of electronic media and communication which is in support of education and research and in

support of the educational goals and objectives of the Irving Independent School District.

2. Employees are responsible for their ethical and educational use of the computer on-line services at the Irving Independent School District.
3. All policies and restrictions of the I-Net computer on-line services must be followed.
4. Access to the Irving Independent School District I-Net computer on-line services is a privilege and not a right. Each employee will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to I-Net computer on-line services.
5. The use of any I-Net computer on-line services at the Irving Independent School District must be in support of education and research and in support of the educational goals and objectives of the Irving Independent School District.
6. When placing, removing, or restricting access to specific databases or other I-Net computer on-line services, school officials shall apply the same criteria of educational suitability used for other education resources.
7. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, and computer viruses.
8. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual campus administrator or technology administrator will be considered an act of vandalism and subject to disciplinary action in accordance with Board Policy.

b. Network Etiquette

1. Be polite.
2. Use appropriate language.
3. Do not reveal personal data (home address, phone number, phone numbers of other people).
4. Remember that the other users of the I-Net computer on-line services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

c. E-Mail

1. E-mail should be used for educational or administrative purposes only.

2. E-mail transmissions or any other use of the I-Net computer on-line services by employees or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

4. **Consequences**

The employee, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use.

Noncompliance with the guidelines published here in the Student Code of Conduct and in Board Policy CQ may result in suspension or termination of technology privileges and disciplinary actions. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the district.

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications using District equipment and network access is governed by the Texas Open Records Act, therefore, when legally requested, proper authorities will be given access to their content.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

IISD purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, IISD does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. IISD prohibits the illegal duplication of software and its related documentation.

Employees will be held responsible for following Board of Trustees Policy CQ (LOCAL) "Acceptable Use Guidelines Irving Independent School District Network (I-Net) Computer On-Line Services" (attached).

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Workplace Monitoring

Workplace monitoring of computer usage and files, video surveillance of non-private workplace areas to identify safety concerns, security, detect theft and misconduct, and discourage or prevent acts of harassment and/or violence may be conducted. IISD is sensitive to the legitimate privacy rights of employees and every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Use of Phone and Mail Systems

Regulation of personal use of district telephones (land lines), personal or district owned cell phones has become a necessity. Cell phones have become common in the workplace and used as an every day method of communication between employees or the outside business world. However with all advances in how district personnel communicate, the use and or abuse of the usage during work hours has also become a distraction and may impact work. Each department will establish a cell phone usage policy with its employees and adherence to that policy is essential for the success of each department.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

Dress Code

Policy FNCA, DH (Local)

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image IISD employees present to the public.

IISD employees will comply with all regulations in personal grooming and dress as stated and intended in the "Student Code of Conduct" dress code as well as "Employee Standards of Conduct" DH (Local). This includes the wearing of basic foundation garments, appropriate length of skirts, as well as other appropriate apparel or uniforms. During personal time, it is advised that school personnel refrain from wearing their uniform in public areas that serve alcoholic beverages or perceived by the public as inappropriate representation of District uniforms. Such an appearances/perception is contrary or detrimental to the standards the District has set for all employees during business/personal hours.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their departments. Warehouse, Facilities, Operations, Security and Food Service employees wear uniforms. Specific uniform requirements will be discussed during interviews and orientation sessions. Employees who appear for work inappropriately dressed or exhibiting unacceptable personal hygiene will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Hats, caps, or any form of head covering that are not a part of uniform are not to be worn during work hours inside any IISD campus facility. Any other extenuating circumstances must be brought to the attention of their supervisor for the appropriate determination to be made or followed.

Body decorations in the forms of jewelry, body piercing, or tattoos are covered under this section. All body jewelry or piercing are to be worn in a manner that do not create a hazard for the employee or others and that is not in a manner that is distracting or brings undue attention. Earrings are the only decoration allowed and are relegated to the **ears only**. No other facial, tongue or body decorations are allowed during work hours. Tattoos are to be covered by long sleeves or in a manner that minimizes their appearance during work hours. Management has the discretion and authority to regulate or deny the wearing of jewelry for safety and security reasons. Failure to comply will result in the employee counseled for insubordinate actions and

may lead up to disciplinary action including up to termination of employment.

Identification Badges

Irving ISD employees must comply with the District safety and security policies. All employees must be able to be identified on the spot as persons needing to be in specific areas of Irving ISD properties including campuses. In order to accomplish the goal of identifying District employees, these are the guidelines: All employees are photographed at the time of processing, and an ID card is issued. The first card is provided free of charge. Any damaged or worn cards should be brought to the personnel office for a complimentary replacement. Any lost cards can be replaced for a \$5.00 fee. **All classified employees are required to wear their uniforms and ID badges at ALL times while on duty during working hours. They may also be required to sign in the front office in order to gain access to a building.** Failure to wear the badge may result in disciplinary action. It should be clearly visible except in cases where the type of work does not permit the display. The identification badge must be returned upon termination of employment.

GENERAL PROCEDURES

Bad Weather Closing

Policy CKC (Local)

IISD schools will remain open provided buildings can be comfortably heated; students can arrive at school and remain at school safely. When conditions of inclement weather, icy roads, and lack of adequate heat, power failure, or fire exist, the Superintendent or his designee will make the decision as to the closing of schools. If the decision to close schools or delay opening for the day is made during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. Every effort will be made to render a decision by 6:00 a.m.

Maintenance, Operations, Grounds, Warehouse, and Security employees may be required to work on a day when school operations are officially closed. In these circumstances, employees who work will receive regular pay. Employees should report to work as scheduled unless otherwise notified. If an employee can not report to work, they must follow established call-in procedures.

Emergencies

Policy CKC (Local)

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

Conflict of Interest

Policy BBFA, DBD (Local)

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. These include the following:

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

Prior to any award of a contract or authorization of payment by the District, an employee shall file with the Superintendent, Board President, or a designee an affidavit disclosing any substantial interest in a business entity or interest in real property, as defined at BBFA, if the employee is in a position to affect a financial decision involving the business entity or the real property.

Gifts and Favors

Policy DBD (Local)

An employee or any member of their immediate family shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.

An employee shall not have 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 that creates a conflict with the best interest of the District.

An employee who believes he or she has or may have a conflict of interest shall disclose the interest to the Superintendent or designee, who shall take whatever action is necessary, if any, to ensure that the District's best interests are protected.

Personnel Data Changes

It is the responsibility of each employee to promptly notify IISD Classified Personnel and/or the appropriate immediate supervisor of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. Also notify the immediate supervisor if any personal data has changed.

The District will not be responsible for the consequences of an employee not receiving official school mail, telephone calls, or official communications due to the employee's Failure to keep his/her correct address and phone number on file. Disciplinary action may result due to the employee's failure to maintain current information on file with the District.

Access to Personnel Files

IISD maintains a personnel file on each employee. The Classified Personnel Office is charged with the responsibility of maintaining all personnel files. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals (if applicable), salary increases, disciplinary actions, other employment records, and Social Security records.

Personnel files are the property of IISD and access to the information they contain is restricted. Generally, only supervisors and management personnel of IISD who have a legitimate "need to know" are allowed to review information in a file.

Employees are entitled by law to review the contents of their personnel file. Employees who wish to review their own file should contact the Coordinator of Classified Personnel. With reasonable advance notice, employees may review their own personnel files in the Classified Personnel Office. An individual appointed by IISD to maintain the files must be present while employees review their personnel file. Employee files may not be removed from the office of the Coordinator of Classified Personnel. Information may not be removed from personnel files. Copies requested of personnel records are subject to a nominal copy charge.

Solicitation

Policy DGA (Local)

Persons not employed by IISD may not solicit or distribute literature in the workplace at any time for any purpose without the consent of the department director or assistant director.

IISD recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

If employees have a message of interest to the workplace, they may submit it to their immediate supervisor for approval. All approved messages will be posted on a bulletin board by the immediate supervisor. The posting of written solicitations on company bulletin boards is restricted to approved messages.

Sub-System (AESOP) procedures

Irving ISD uses AESOP to handle their substitute custodial employee needs. AESOP has previously been used to handle substitute teachers in the past. This coming school year, the Operations and possibly other departments will begin using AESOP as a way to handle the substitute custodian and well as other substitute employees. AESOP has put together a document to show in a step by step manner how employees can register and be able to use the sub-system to report an absence and initiate the use of a substitute to complete their job assignment. Please use the document in the *appendices* area to register to use AESOP.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE (Local)

Classified employees may resign their positions at any time. A written notice of resignation should be submitted to the employee's 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.

Progressive Discipline

IISD is committed to ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to assist in the correction of problems/situations/concerns, to prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action **may** call for any or a combination of four steps - verbal counsel, written warning, final written warning, administrative leave with or without pay, and/or recommendation to terminate employment for nondiscriminatory reasons.

Progressive discipline means that, with exception to blatant disciplinary problems, these progressive disciplinary steps will normally be followed: a first offense may call for a verbal correction, a next offense may be followed by a written correction followed by a final written warning, and still another offense may lead to recommendation for termination of employment.

IISD recognizes that there are certain types of employee problems, that are serious enough to justify or warrant either a suspension, or, in extreme situations, termination of employment, without a progression through the usual discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the problems listed are examples of unsatisfactory conduct that will trigger progressive discipline. Discipline will proceed if an employee violates one of the following:

- Policy/Procedure/Directive
- Conduct/Behavior
- Work Performance

Reasons for Termination or Reprimand may include, but are not limited to, one or more or combination(s) of the following:

- Smoking in unauthorized areas while on duty
- Improper dress code or out of uniform violation
- Misuse or abuse of leave policy

- Excessive tardiness/absences
- Unauthorized absence from work station during work day
- Violation of safety or health rules which creates or contributes to an unsafe condition on District property regardless of time or day
- Negligence or disregard for individuals and/or safety rules and regulations leading to injuries or damage of IISD owned or customer owned property.
- Violation of district personnel policies
- Unauthorized disclosure of confidential information
- Possession of dangerous or unauthorized/prohibited materials such as chemicals, explosives, firearms/weapons in the workplace
- Unauthorized use or abuse of telephones, mail system, or other IISD owned equipment
- Threatening, intimidating, coercing, or interfering with employees, supervisors, or Students
- Boisterous or disruptive activity in the workplace
- Failure to perform assigned duties in an efficient and orderly manner as determined and directed by the supervisor
- Gambling on District premises
- Use of profanity, vulgar or abusive language towards other employees, supervisors, students, visitors, or customers
- Fighting on District premises or threatening violence
- Theft or misappropriation of property of employees or the District or failure to report same to appropriate personnel
- Reporting to work under the influence of alcohol or controlled substances or possession of such on District premises
- Altering of time records relative to pay
- Falsification of records or other documents related to the District's activities
- Sabotage
- Immoral conduct or indecency
- Use of language or behavior considered lewd, obscene, sexually characterized, or perceived inappropriate, offensive, or as a form of harassment by the public or other employees.
- Failure to maintain an effective working relationship or maintain good rapport with colleagues, students, and/or supervisory staff
- Failure to satisfactorily fulfill duties and responsibilities established in the job description
- Deficiencies pointed out in observation reports, evaluations, or other supplemental memoranda
- Unsuccessful/underperformance during evaluations/reports at beginning of employment evaluation period per job description
- Neglect of duties/job abandonment (3 days no show/no call)
- Reduction of personnel through loss of enrollment, loss of funding, or pursuant to any reduction-in-force policy
- Disability, not otherwise protected by law, that impairs performance or required duties
- Failure to comply with all or part of Board policies DH and/or DH (LOCAL) entitled "Employee Standards of Conduct" and as either or both may be amended from time to time
- Allowing unauthorized personal visitors into school facilities that interfere with work

- hours/time
- Insubordination or other disrespectful conduct toward supervisor, co-worker, parent, student, school personnel, customer
- Failure to provide valid documentation for employment as required by law

Exit Interview and Procedures

Policy DC (Local)

Prior to the employee's departure, an exit interview will be conducted to discuss the reasons for resignation and the effect of resignation on benefits. All District-owned equipment, keys, tools, ID card, insurance cards, etc. must be returned to the employee's supervisor before a final paycheck will be issued. Accrued, unused vacation time will be paid at the time a final paycheck is issued. Neither local sick leave nor state personal leave will be paid. Final paychecks will be issued at the end of the normal payroll period.

Department Directors/Supervisors have the authority to recommend that an individual's employment be terminated. Exit interviews shall be conducted and termination reports prepared on all termination recommendations. Final termination notification will be sent to the employee by letter from the Classified Personnel office. All District-owned equipment, keys, tools, uniforms, ID cards, etc. must be returned to the employee's supervisor before a final paycheck will be issued. Accrued, unused vacation time will be paid at the time a final paycheck is issued. Neither local sick leave nor state personal leave will be paid. Final paychecks will be issued at the end of the normal payroll period.

The following provisions shall apply to termination interviews and reports:

1. An exit interview and termination report shall be required regardless of the reason for termination.
2. An exit interview, termination report and COBRA notification shall be the responsibility of the person having immediate supervisory authority over the person terminating employment.
3. A termination report shall be completed and signed by the appropriate supervisor and shall become a permanent part of the terminating employee's personnel file
4. A termination report, completed by the employee, shall be signed and delivered to the employee's supervisor prior to receiving a final paycheck from the District.

Return of Property

Employees are responsible for items issued to them by IISD or in the employee's possession or control, such as the following:

- District issued credit cards
- job assigned equipment
- identification badges used in the KRONOS time system
- Security access cards/keys
- pagers
- protective equipment
- tools
- uniforms

- vehicles
- building manuals, diagrams etc.

Employees must return all IISD property immediately upon request or upon resignations or termination of employment.

Complaints and Grievances

Complaint/Grievance Process

Policy DGBA (Local)

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

The formal process provides all employees with an opportunity to be heard at the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees.

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

A complaint under this policy may include, but shall not be limited to, any of the following:

1. Complaints concerning an employee's wages, hours, or conditions of work.
2. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability.
3. Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.
4. "Whistleblower" complaints.

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

A complaint must specify the harm alleged. An employee is prohibited from bringing separate or serial complaints regarding the same event or action.

***Note:** For purposes of this policy, "days" shall mean district work days as defined by the district's adopted calendar.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

COMPLAINT PROCEDURE

Level One: The employee shall request a conference with the principal or immediate supervisor by submitting the complaint in writing on a form provided by the District or by requesting a conference. If the complaint is made orally, the supervisor receiving the complaint shall reduce it to writing. Complaints must be filed 15 days of the date the employee first knew, or with reasonable diligence should have known of the decision or action giving rise to the complaint or grievance.

The principal or supervisor shall hold the conference as soon as possible, but in any event within ten days after the receipt of the complaint. The principal or supervisor shall ordinarily have ten days following the conference within which to investigate and respond. The employee shall be informed if extenuating circumstances delay the investigation or response.

Level Two: If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may request a conference with the Superintendent or designee to discuss an appeal. The appeal should be in writing on a form provided by the District and shall be filed within the response deadline being 10 days from receipt of response or deadline for response.

The Superintendent or designee shall hold the conference as soon as possible but in any event within ten days after receipt of the written appeal. The Superintendent or designee shall have ten days following the conference within which to respond.

Level Three: If the outcome at Level Two is not to the employee's satisfaction, or if the time for a response has expired, the employee may present the appeal to the Board. The appeal should be in writing and shall be on a form provided by the District within 10 days from deadline for response. The Superintendent shall place the matter on the agenda for the next regular Board meeting, See Policy BE (Local).

The Superintendent or designee shall provide the Board with copies of the employee's original complaint, all responses, and any written documentation previously submitted by the employee and the administration.

The Level Three proceeding before the Board shall be recorded by audio tape. The presiding officer shall allow reasonable time for presentation of the complaint. The Board shall consider the grievance and shall request a response from the administration.

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.

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.

*Please see section in appendix labeled DGBA (Exhibit)

APPENDIX

- Notice of Employee Rights
- DGBA (LOCAL) Employee Complaints
- DGBA (EXHIBIT) Forms
- Exemplary Attendance Plan
- Adopted Calendar (2010-2011)
- Payroll Calendar
- AESOP Substitute Logins

EMPLOYEE HANDBOOK RECEIPT
2010-****

Name: _____

Employee Number: _____

Campus/department: _____

I hereby acknowledge receipt of my personal copy of the Irving ISD Classified Personnel Handbook. I have read and understand the handbook and agree to abide by its standards, policies, and procedures as defined or referenced in this document.

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

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

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

Signature: _____

Date: _____

CQ (LOCAL)
EXHIBIT

Irving ISD Network (I-Net) Agreement

Employee Name (print)

School/Location

I have read the District I-Net Acceptable Use Guidelines. I agree to follow the rules contained in these guidelines. I understand that if I violate the rules I will lose my access privilege to the I-Net and may face other disciplinary action.

Employee Signature

____/____/____
Date

Home Address

Phone

Note: Please sign and date this acknowledgement form and return to your supervisor. Both the handbook receipt form and the Irving ISD Network Agreement should be signed.