



Fort Bend Independent School District
Employee Handbook



2007 - 2008

To My Fort Bend ISD Colleagues:



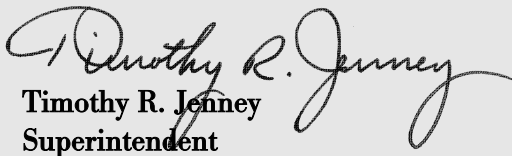
It is my pleasure to welcome you to another exciting school year in Fort Bend ISD. I am proud to have the privilege of working with such a dedicated and loyal team of staff members. Your contributions to the success, quality, and level of student achievement in Fort Bend ISD are critical.

As we consider the 2007-2008 school year, let us be reminded that every campus and support facility is interconnected and must work cooperatively with each other as a school system that ultimately supports our main mission—student success.

We are a large business as Fort Bend ISD provides services to more than 68,000 students. We have 67 schools, 11 support sites, and almost 9,000 employees. Multiple communities throughout our district lend their unique character to a collective profile which distinguishes our school district. To ensure that we work together for the continuous improvement of our educational system, I encourage each of you to remain focused on our common goal of achieving the highest level possible for Fort Bend ISD students today.

For those of you who are new to our school district, I extend a personal welcome to you on behalf of the entire Fort Bend ISD family. We are pleased to have you join our team of professionals as we work together to forge a bright and promising global future for tomorrow's children. Your contributions are both valued and appreciated.

Best wishes for a successful school year.


Timothy R. Jenney
Superintendent

FORT BEND I.S.D. CRIME STOPPERS

REPORT CRIME AT YOUR WORKPLACE:

In an effort to keep Fort Bend I.S.D. a crime free workplace remember Fort Bend I.S.D. Crime Stoppers is not *only* for students, but is available for employees to help stop crime on your campus and in your work environment! This Crime Stoppers service is offered by the Fort Bend I.S.D. Police Department and the Crime Stoppers line is staffed 24 hours a day/7 days a week.

Callers remain anonymous with no pressure to reveal their identity and still collect their reward. To assure anonymity, callers are furnished with a code number, which is used to identify the call in subsequent transactions with Crime Stoppers.

All information received by Crime Stoppers is kept confidential.

To report a suspect crime committed on Fort Bend I.S.D. property, while remaining anonymous, call Crime Stoppers.

(281) 491-TIPS

(281) 491-8477

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Introduction

Welcome to Fort Bend Independent School District. In addition to being the largest employer in Fort Bend County, Fort Bend ISD is also situated in one of the fastest growing counties in the nation. Families from around the world move here daily drawn by the District's reputation of providing students with a quality education.

Fort Bend ISD focuses on making a positive and significant difference in students' academic performance, while stressing achievement and excellence at all levels. The District's curriculum is balanced with extracurricular activities that offer students the opportunity to explore their various interests as well as develop and sharpen their skills and talents. The effectiveness of these programs relies on key people like YOU – the Fort Bend ISD employee – who give students the desire to learn and excel. The purpose of this handbook is to provide information that will help with questions and pave the

way for a successful year. Not all district policies and procedures are included. Those that have been summarized. Suggestions for additions and improvements are welcome and may be sent to the Department of Human Resources.

This handbook is neither a contract nor a substitute for the official District policy manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to a brief explanation of District policies. District policies and procedures can change at any time. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. Policy manuals are located in school libraries, the principal's office, Staff Attorney's office, the Human Resource Department and Fort Bend ISD Home Page Policy on Line from the Internet and are available for employee review during normal working hours.

Employee Acknowledgment Form

Name _____

Campus/Department _____

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

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

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

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

I, _____, hereby state that I have received a copy of Fort Bend Independent School District's Drug and Alcohol Abuse Policy, Employee Substance Abuse Testing Procedures, and DHE (LEGAL) and (LOCAL). I acknowledge that I have read and understand these policies and procedures. I also understand that employees found in violation of the District's Drug and Alcohol Abuse Policy are subject to immediate discharge.

Signature _____ Date _____

Employees have the option of receiving the handbook in electronic format or hard copy. Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided. I understand that all policies are located on the FBISD Home Page (Policy on Line).
- I choose to receive a hard copy of the employee handbook which is available from your home campus. Please contact your school secretary. I understand that all policies are located on the FBISD Home Page (Policy on Line).

Signature

Date

Note: This handbook includes two copies of this form. Please sign and date one copy and keep it in the handbook. Sign and date the other copy and forward it to your supervisor.

Employee Acknowledgment Form

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Campus/Department _____

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Signature

Date

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District Information

Our Beginnings

What began on April 18, 1959 as the consolidation of two small schools districts has grown today into the 7th largest public school district in the state of Texas. When Board members in the Missouri City and Sugar Land school districts made the decision to consolidate, it was to ensure that their schools could offer students the best educational opportunities available. Today Fort Bend ISD carries on that mission.

A Fourth Consecutive Schools FIRST Superior Rating

FBISD is proud to have received a fourth consecutive rating of “Superior Achievement” under Texas’ Schools FIRST financial accountability rating system. The Superior Achievement rating is the state’s highest, demonstrating the quality of Fort Bend ISD’s financial management and reporting system.

Schools FIRST (Financial Accountability Rating System of Texas) is a financial accountability system for Texas school districts developed by the Texas Education Agency in response to Senate Bill 875 of the 76th Texas Legislature in 1999. The primary goal of Schools FIRST is to achieve quality performance in the management of school district financial resources, a goal made more significant due to the complexity of accounting associated with Texas’ school finance system.

Accolades All Around!

Among its many honors, FBISD had 51 National Merit Semifinalists in 2006-2007. The FBISD graduates of the Class of 2006 received over 425 million in both academic and athletic college scholarships. Governor Rick Perry named FBISD as the Fittest School District in Texas in 2005-2006. Four Fort Bend ISD schools--Fort Settlement Middle School, Sugar Land Middle School, Elkins High School, and Hightower High School, are included in *Texas Monthly* magazine’s list of 574 “top public schools,” only 7% of the 7,908 Texas public schools. The Texas Business and Education Coalition (TBEC) named three Fort Bend ISD schools as 2006 TBEC Honor Roll schools. Clements High School, Fort Settlement Middle School and Sartartia Middle School are among only 3% of Texas schools to receive this honor. Four Fort Bend ISD schools—Briargate Elementary, Goodman Elementary, McAuliffe Middle School and Willowridge High School, will receive a total of \$575,000 as part of the Texas Educator Excellence Grants (TEEG) program. Created by the Texas Legislature, the TEEG incentive program awards educators who demonstrate the ability to achieve higher levels of student academic performance at their campuses. And, the District has been named one of the Top 100 School Districts in the Nation for a Fine Arts Education, according to a nation-wide survey of public and private school programs

conducted by the American Music Conference (FBISD has been named for this honor three times in the past four years.)

Solid Business and Community Support

Parent and community support plays an integral role in the district’s commitment to academic excellence. The district’s Community Partnerships program, a coordinated effort of Volunteers in Public Schools, the Community-Business Partnership, and the Fort Bend Education Foundation, continues to win numerous state awards and serves as a catalyst to develop new and creative ways for our community to partner with our schools to help all of our students be successful. Through the program, volunteers join forces to provide a myriad of services to the district and its campuses. Since its inception in 1992, The Fort Bend Education Foundation has awarded over \$1.5 million to Fort Bend ISD teachers and schools to fund innovative teaching ideas. Last year alone, \$258,807 was awarded for innovative educational grants.

What Makes Us Different Makes Us Fort Bend ISD

Fort Bend ISD is proud of the fact that we are one of the most diverse school districts in Texas and in the nation. FBISD is a majority-minority school district, and students come from around the world, and speak over 80 different languages in their homes. In the Fort Bend Independent School District, recognizing and appreciating cultural difference is a way of life. All students and personnel are valued members of our unique family, each playing a significant role in our success. While the world around us may often face stereotyping, FBISD encourages staff and students to embrace that which makes us different. By supporting an environment that facilitates and encourages safe and open dialogue on diversity, and by empowering our students to embrace diversity, we are striving to ensure that our students will be sincerely open and equipped to work and live in a diverse world.

The Growth Continues!

Fort Bend ISD continues to be one of the fastest growing districts in Texas. The district has seen a sustained growth of over 2,000 new students enrolling each school year for the past 10 years. In 1969, Fort Bend ISD had just over 4,700 students. Ten years later, in 1979, the enrollment had climbed to over 18,000 students. By January 2006, the enrollment was more than 66,000 students. By 2010, officials project the Fort Bend ISD enrollment to reach nearly 80,000 students. To serve its growing population, the district has 10 high schools, 13 middle schools and 41 elementary campuses. To address a variety of vocational interest as well as special learning needs, the district also has a Technical Education Center, the M.R. Wood Alternative Education Center, and the Progressive High School.

This year the district opened David Crockett Middle School located at 19001 Beechnut near Harlem Road. In addition, the Hodges Bend Middle School Annex, which housed Hodges Bend sixth-grade students and Arizona Fleming Elementary fifth-grade students, opened as Mary Austin Holley Elementary School; and Rosa Parks Elementary School opened near Hightower High School in the Winfield Estates Subdivision.

For more information about Fort Bend ISD, visit our website at www.fortbendisd.com or call the Community Relations and Partnerships Department at 281 634-1100.

Mission Statement

By *Teaching Every Child and Learning Every Day* Fort Bend ISD will provide the best educational opportunities to ensure that all students are successful.

Board of Trustees

Policies BA, BAA, BBA, BBB, BBE, BE, BEC, BED

Fort Bend ISD Meetings take place the second and fourth Mondays of most months in the Board Room of the Administration Building, 16431 Lexington Blvd., in Sugar Land. Meetings begin at 7 pm and are open to the public. Called meetings are scheduled on an as-needed basis, although Texas law does not allow the Board to call an emergency meeting in a crisis situation.

In accordance with the Texas Open Meetings Act, the Board has the privilege to meet privately in closed session to discuss matters related to personnel, student discipline, security, land acquisition or to consult with legal counsel. No action, however, may be taken during a closed session.

To address the Fort Bend ISD Board of Trustees, an audience participation form must be completed and turned in by 6:45 pm on the night of the Board Meeting. This form is available online at www.fortbendisd.com/board or from the Community Relations Department.

The Board of Trustees, comprised of seven local citizens, provides an important public service to the Fort Bend community and serves without compensation. In accordance with the Texas Elections Code, Fort Bend ISD calls Board elections for the second Saturday in May of each year. Vacancies occurring after the election are filled by appointment

until the next election is conducted. Trustees are elected to three-year terms on a rotating basis. Two are elected each year, one from each side of the district (Position 1, 2 and 3 on the West, and Positions 5, 6, and 7 on the East). Also every third year, the “at large” Position 4, is elected. The seven Board of Trustee Members are voted on by all residents of the district, and represent all residents of the district.

Board Members:

Cynthia Knox.....President
Steve Smelley.....Vice- President
Sonal Bhuchar.....Secretary
Bob Broxson.....Member
Laurie Caldwell.....Member
Stan Magee.....Member
David Reitz Member

Dr. Timothy R. Jenney, Superintendent

Administrative Cabinet Members

Chief Academic Officer

Dr. John Frossard

Chief Communications Officer

Mary Ann Simpson

Chief Operating Officer

Mike Seale

Assistant Superintendents for School Administration

Michael McKie, High Schools
Lance Hindt, Middle Schools
Dr. Marc Smith, Elementary Schools
Dr. Susan Wey, Elementary Schools

Executive Directors

Olwen Herron-Accountability and Organizational Development
Dr. Anthony Pope-Curriculum and Instruction
Dana Cooper-Human Resources
TBD-Information and Technology Services
Lee Petros-Support Services

SCHOOL CALENDAR

2007- 2008

August

20 Staff Returns
20, 21, 22, 23 Staff Development Days
24 Teacher Prep Day
27 First Day of School

September

3 Labor Day Holiday
28 County Fair Day/Holiday

October

4 Parent Conference Elem./Early Dismissal

November

9 Staff Development/Student Holiday
19-23 Thanksgiving Break

December

20-31 Winter Break

January

1 Holiday
2 Staff Development/Student Holiday
3 Students Return
18 Early Release (Middle and High schools)
21 Martin L. King Day/Holiday
22 First Day of 2nd Semester

February

15 Staff Development/Student Holiday

March

11 Parent Conf. Elem/Early Dismissal
17-21 Holiday/ Spring Break

May

9 Staff Development/ Student Holiday
26 Memorial Day/Holiday

June

5 Last Student Day (Early Release- All Students)
6 Teacher Workday
6, 7 Graduation

Inclement Weather Day:

Jan. 21 & May 26

DIRECTORY

Superintendent

Dr. Timothy R. Jenney, Superintendent
Lindsay Shepherd, Executive Assistant -41009
Cindy Graham, Administrative Assistant-41008
Dominga Salazar, Executive Secretary-41007

Administrative Cabinet

Chief Academic Officer

Dr. John Frossard
Mary Ashcraft, Secretary-40091

Chief Communications Officer

Mary Ann Simpson
Karen Fontenot, Secretary-41104

Chief Operating Officer

Mike Seale
Brenda Preiss, Secretary - 41163

Assistant Superintendents for School Administration

Michael McKie, High Schools
Sue Marshall, Secretary-41025
Lance Hindt, Middle Schools
Brenda Melton, Secretary-41031
Dr. Marc Smith, Elementary Schools
Norma Perez, Secretary-41028
Dr. Susan Wey, Elementary Schools
Becky Kolaja, Secretary-41037

Accountability & Organizational Development

Olwen Herron, Executive Director
Mary Ashcraft, Secretary-40091

Curriculum & Instruction

Dr. Anthony Pope, Executive Director
Rhonda Yamauchi, Secretary-41062

Human Resources

Dana Cooper, Executive Director
Jackie Kendrick, Secretary-41056

Support Services

Lee Petros, Executive Director
Evelyn Chisenhall-41043

Alpha by Department

Accountability Director

Dr. Jan Moore - 41244

Athletics Director

Keith Kilgore
Carolyn Ordeneaux, Secretary-41900

Benefits (Insurance) Director

Dorine Craig-41418

District Budget Manager

Sean Bogle-41050

Building Manager

Gloria Nunez-41095

Career & Technical Education Director

Lamar Coleman
Clara Carter, Secretary -41246

Child Nutrition Director

Gail Stotler
Mary Connealy, Secretary-41190

Controller

John Davis – 41160

Curriculum Director (K-12)

Talesa Kidd
Linda Lundquist, Secretary-41231

Design & Construction Manager

John Haskew
Monica Tone, Secretary-45522

Extended Day Coordinator

Michelle Amos – 44220

Facilities Director

Mike Reyes
Irma Salinas, Secretary-45560

Fine Arts Director

Dr. Matt Milner
Shari Vanderwork, Secretary - 41124

Gifted & Talented Coordinator

TBD - 41129

Human Resources:

Director Staffing

Joel S. Treviño
Regina Vasquez-Zambrano, Secretary-41402

Director of Compensation & Records

Melanie Toliver
Vela DeShazo, Secretary-41557

Secondary Staffing, Certification

Connie Jones
Janet Young, Secretary-41273

Elementary Staffing, Substitutes

Kenneth W. Blanche
Diane Salinas, Secretary-41277

Classified/Paraprofessional Staffing

Monique DaSant-Crawford
Pam Christian, Secretary-41271

Recruitment

Yaffa Steubinger-41280

Secondary Staffing, ACP, H.Q.

Charles Spurlin-41462

Internal Auditor

Tina Worrell- 41720

Legal Department

Carolyn Hanahan, Staff Attorney
Pam Young Kamisky, Special Ed. Attorney
Janie Pena, Secretary-41275

Library/Media Services Coordinator

Karen Paulus
Joan Miller, Secretary-41265

Mail Room (District Manager)

Ken Brooks – 41092

Maintenance Manager

Mario Carrera - 45556

Operations/Grounds Manager

Richard Blakely – 45551

Payroll Supervisor

TBD- 41219

Police Chief

J. L. Campbell - 45500

Print Shop Coordinator

Matthew Herring - 41816

Professional Development Director

Beth Martinez
Betty Moyer, Secretary-41230

Purchasing/Materials Management Director

Tim Ford -41841

Special /GT Education Services Director

Lynn Guidry
Michelle Jones, Secretary -41143

Special Programs Director

Dr. Mary Jackson
Martha Stewart, Secretary-41135

Administrative Services Director

Sandra Bonner
Mary Lou Robertson, Secretary-41117

Student Support Services Director

Dr. Bob Conlon
Diana Gonzalez, Secretary-41131

Technology:

Computing Services Director

Sonya Stabinsky-41412

Educational Technology Director

Lynette Meyer
Nelda McGee, Secretary-41099

Network Services Director

Doug Wilkinson
Linda Canter, Secretary-41336

Testing Director

Kathy Aaron

Transportation Director

Richard Torres
Jamie McLaggan, Secretary-41971

**FBISD 24-HOUR EMERGENCY HOTLINE
281-634-5500**

ELEMENTARY SCHOOLS

Arizona Fleming Elementary

Katina Brown – Principal
14850 Bissonnet Street
Houston, TX 77083
634-4600 Fax: 634-4615

Austin Parkway Elementary

Donna Whisonant – Principal
4400 Austin Parkway
Sugar Land, TX 77479
634-4001 Fax: 634-4014

Barrington Place Elementary

Dawn Carlson – Principal
2100 Squire Dobbins Drive
Sugar Land, TX 77478
634-4040 Fax: 634-4057

Blue Ridge Elementary

Deidre Holloway – Principal
6241 McHard Rd-FM 2234
Houston, TX 77053
634-4520 Fax: 634-4533

Brazos Bend Elementary

Beverly Croucher – Principal
621 Cunningham Creek Blvd.
Sugar Land, TX 77479
634-5180 Fax: 634-5200

Briargate Elementary

Faye McNeil – Principal
15817 Blue Ridge Road
Missouri City, TX 77489
634-4560 Fax: 634-4576

Burton Elementary

Ida Watkins – Principal
1625 Hunter Green Lane
Fresno, TX 77545
634-5080 Fax: 634- 5094

Colony Bend Elementary

Sue Sierra-Principal
2720 Planters Street
Sugar Land, TX
634-4080 Fax: 634-4092

Colony Meadows Elementary

Eugene Dupont – Principal
4510 Sweetwater Blvd.
Sugar Land, TX 77479
634-4120 Fax: 634-4136

Commonwealth Elementary

Julie Diaz – Principal
4909 Commonwealth Drive
Sugar Land, TX 77479
634-5120 Fax: 634-5140

Cornerstone Elementary

Christopher Winans-Principal
1800 Chatham Avenue
Sugar Land, TX 77489
634-6400 Fax: 372-6400

Drabek Elementary

Mary Brewster - Principal
11325 Lake Woodbridge Drive
Sugar Land, TX 77478
634-6570 Fax: 634-6572

Dulles Elementary

Ginger Carrabine – Principal
630 Dulles Avenue
Sugar Land, TX 77478
634-5830 Fax: 634-5843

Glover Elementary

Vonda Washington – Principal
1510 Columbia Blue Drive
Missouri City, TX 77489
634-4920 Fax: 634-4934

Goodman Elementary

Linda Kalantar – Principal
1100 West Sycamore
Fresno, TX 77545
634-5985 Fax: 634-6000

Highlands Elementary

Dr. Latecha Bogle – Principal
2022 Colonist Park
Sugar Land, TX 77478
634-4160 Fax: 634-4176

Mary Austin Holley Elementary

Michele Riggs-Principal
16651 Bissonnet
Houston, TX 77083
634-3850 Fax: 327-3850

Hunters Glen Elementary

Angela Dow – Principal
8295 Independence Blvd.
Missouri City, TX 77489
634-4640 Fax: 634-4656

E.A. Jones Elementary

Robert Arena – Principal
1800 Fifth Street
Missouri City, TX 77489
634-4960 Fax: 634-4974

Barbara Jordan Elementary

Dr. Yvette Blake – Principal
17800 West Oaks Village Drive
Richmond, TX 77469
634-2800 Fax: 634-2801

Lakeview Elementary

Janet Moring – Principal
314 Lakeview Drive
Sugar Land, TX 77478
634-4200 Fax: 634-4214

Lantern Lane Elementary

Valerie Orum – Principal
3323 Mission Valley Drive
Missouri City, TX 77459
634-4680 Fax: 634-4694

Lexington Creek Elementary

Lucretia DeFlora – Principal
2335 Dulles Avenue
Missouri City, TX 77459
634-5000 Fax: 634- 5014

Meadows Elementary

Irma Cobos – Principal
12037 Pender Lane
Meadows, TX 77477
634-4720 Fax: 634-4734

Mission Bend Elementary

Carol Hale – Principal
16200 Beechnut
Houston, TX 77083
634-4240 Fax: 634-4250

Mission Glen Elementary

Carol Allin – Principal
16053 Mission Glen
Houston, TX 77083
634-4280 Fax: 634-4296

Mission West Elementary

Dr. Deana Cady – Principal
7325 Clodine Reddick
Houston, TX 77083
634-4320 Fax: 634-4334

Oakland Elementary

Barbie Herrington – Principal
4455 Waterside Estates Drive
Richmond, TX 77469
634-3736 Fax: 634-3738

Oyster Creek Elementary

Thomas Heinly – Principal
16425 Mellow Oaks Lane
Sugar Land, TX 77478
634-5910 Fax: 634-5925

Palmer Elementary

Pat Shoffit – Principal
4208 Crow Valley Drive
Missouri City, TX 77459
634-4760 Fax: 634-4773

Rosa Parks Elementary

Cristina Hopkins-Principal
19101 Chimney Rock Road
Fresno, TX 77489
634-6390 Fax: 327-6390

Pecan Grove Elementary

Sandra Campos – Principal
3330 Old South Drive
Richmond, TX 77469
634-4800 Fax: 634-4814

Quail Valley Elementary

Amelia Perez – Principal
3500 Quail Village Drive
Missouri City, TX 77459
634-5040 Fax: 634-5054

Ridgegate Elementary

Lavonita White– Principal
6015 W. Ridgecreek Drive
Houston, TX 77053
634-4840 Fax: 634-4855

Ridgemont Elementary

Lita Skinner – Principal
 4910 Raven Ridge Road
 Houston, TX 77053
 634-4880 Fax: 634-4896

Scanlan Oaks Elementary

Michael Hejducek – Principal
 9000 Camp Sienna Trail
 Missouri City, TX 77459
 634-3950 Fax: 634-3915

Settlers Way Elementary

Kristi Durham – Principal
 3015 Settlers Way Drive
 Sugar Land, TX 77479
 634-4360 Fax: 634-4376

Sienna Crossing Elementary

Linda Ruckman – Principal
 10011 Steep Bank Trace
 Missouri City, TX 77459
 634-3680 Fax: 634- 3799

Sugar Mill Elementary

Linda Marsters – Principal
 13707 Jess Pirtle
 Sugar Land, TX 77478
 634-4440 Fax: 634-4459

Townewest Elementary

Elizabeth Graham – Principal
 13927 Old Richmond Road
 Sugar Land, TX 77478
 634-4480 Fax: 634-4494

Walker Station Elementary

Christopher Morgan – Principal
 6200 Homeward Way Blvd.
 Sugar Land, TX 77479
 634-4400 Fax: 634-4413

SECONDARY SCHOOLS**Middle Schools****Baines Middle School**

David Yaffie – Principal
 9000 Sienna Ranch Road
 Missouri City, TX 77459
 634-6877 Fax: 634-6880

David Crockett Middle

Corliss Rogers-Principal
 19001 Beechnut
 Richmond, TX 77469
 634-6380 Fax: 327-6380

Dulles Middle School

Michael Heinzen – Principal
 500 Dulles Avenue
 Sugar Land, TX 77478
 634-5750 Fax: 634-5781

First Colony Middle School

Dr. Jennifer Reichek– Principal
 3225 Austin Parkway
 Sugar Land, TX 77479
 634-3240 Fax: 634-3267

Fort Settlement Middle School

Karon Crockett – Principal
 5440 Elkins Road
 Sugar Land, TX 77479
 634-6440 Fax: 634-6456

Garcia Middle School

Viretta West – Principal
 18550 Old Richmond Road
 Sugar Land, TX 77478
 634-3160 Fax: 634-3207

Hodges Bend Middle School

Guillermo Mancha – Principal
 16510 Bissonnet
 Houston, TX 77083
 634-3000 Fax: 634-3028

Lake Olympia Middle School

Kevin Shipley – Principal
 3100 Lake Olympia Parkway
 Missouri City, TX 77459
 634-3520 Fax: 634-3549

McAuliffe Middle School

Isaac Malbrough - Principal
 16650 South Post Oak
 Houston, TX 77053
 634-3360 Fax: 634-3393

Missouri City Middle School

Trevor Lemon– Principal
 200 Louisiana Street
 Missouri City, TX 77459
 634-3440 Fax: 634-3473

Quail Valley Middle School

Lee Crews – Principal
3019 FM 1092
Missouri City, TX 77489
634-3600 Fax: 634-3632

Sartartia Middle School

Dr. Sara Thurman – Principal
8125 Homeward Way
Sugar Land, TX 77478
634-6310 Fax: 634-6373

Sugar Land Middle School

Lisa Padron – Principal
321 Seventh Street
Sugar Land, TX 77478
634-3080 Fax: 634-3108

HIGH SCHOOLS

Austin High School

Michael Leach – Principal
3434 Pheasant Creek Drive
Sugar Land, TX 77478
634-2000 Fax: 634-2074

Bush High School

Shirley Rose – Principal
6707 FM 1464
Richmond, TX 77469
634-6060 Fax: 634-6066

Clements High School

Kevin Moran – Principal
4200 Elkins Drive
Sugar Land, TX 77479
634-2150 Fax: 634-2168

Dulles High School

Mark Foust – Principal
550 Dulles Avenue
Sugar Land, TX 77478
634-5600 Fax: 634-5681

Elkins High School

Barbara Whitaker – Principal
7007 Knights Court
Missouri City, TX 77459
634-2600 Fax: 634-2674

Hightower High School

Pat Paquin – Principal
3333 Hurricane Lane
Missouri City, TX 77459
634-5240 Fax: 634-5333

Kempner High School

Dr. James May – Principal
14777 Voss Road
Sugar Land, TX 77478
634 2300 Fax: 634 2378

Marshall High School

Alonzo Reynolds – Principal
1220 Buffalo Run
Missouri City, TX 77459
634-6630 Fax: 634-6650

Travis High School

Jeryl Jean Kyle – Principal
11111 Harlem Road
Richmond, TX 77469
634-7007 Fax: 634-7010

Willowridge High School

Billy Polk – Principal
16301 Chimney Rock
Houston, TX 77053
634-2450 Fax: 634-2513

SPECIALIZED CAMPUSES

Progressive High School

Anita Hill – Principal
1555 Independence Blvd.
Missouri City, TX 77489
634-2900 Fax: 634-2913

Technical Education Center

Kenneth Kendziora – Supervisor
540 Dulles Avenue
Sugar Land, TX 77478
634-5671 Fax: 634-5700

M.R. Wood Alternative Education Center

Beth Erickson – Principal
139 Ave. E
Sugar Land, TX 77478
634-3320 Fax: 634-3331

*** All phone and fax numbers have a 281 area code**

Employment

Equal Employment Opportunity

Policy DAA

It is the policy of Fort Bend Independent School District (FBISD) not to discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990; and Section 504 of the Rehabilitation Act of 1973, as amended. FBISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Title IX Coordinator, Executive Director for Human Resources and/or the Section 504 Coordinator, the Staff Attorney at P.O. Box 1004, Sugar Land, Texas 77487-1004, phone number 281/634-1000. The notice is available upon request in large print, on audiotape, or in Braille.

Es norma de Fort Bend Independent School District (FBISD) no discriminar por motivos de raza, color, origen nacional, sexo, edad, o impedimento, en sus programas y actividades, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el título IX de las Enmiendas en la Educación, de 1972, el Título II de la Ley de los Americanos con Desabilidades de 1990, y la Sección 504 de la ley de Rehabilitación de 1973, según enmienda. FBISD tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglesa no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales. Para información sobre sus derechos o procedimientos para quejas, comuníquese con la Coordinadora del Título IX, Executive Director; y/o la Coordinadora de la Sección 504, la Staff Attorney, P.O. Box 1004, Sugar Land, TX 77487-1004, numero telefónico 281/634-1000. Esta misma información es disponible a petición en letra grande, audio-casete, o escritura en relieve (Braille).

Job Vacancy Announcements

Policy DC (Local)

Announcements of job vacancies are posted on the FBISD web site and the FBISD Job Line (281) 634-1780. When vacancies occur, position notices are posted in each school and in the administration building so that current staff members may be informed of advancement opportunities. All administrative positions are posted on the job line, and

on the Fort Bend Independent School District Web Page at www.fortbendisd.com.

To access information regarding current job opportunities, employees may access the Fort Bend I.S.D. web site or call the Job Information Line, 281-634-1780.

Applicants must apply during the posting dates and submit all required documents as listed on the Job Posting.

Employment after Retirement

Policy DC (Legal)

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 benefits, according to TRS rules and state law. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar year after the retirement date provided they meet specific conditions. Retirees may work in the following capacities without a loss of retirement benefits:

- As a principal or assistant principal or teacher in an acute teacher shortage on a full-time basis, if appropriately certified 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. Half-time employment cannot exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, 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.

Shortage Areas. Certain retirees may return to work on a full-time basis as a principal or assistant principal or teacher in an acute shortage area without a reduction in their TRS annuity benefits. Acute teaching shortage areas are determined by the board based on Commissioner of Education guidelines. When filling acute shortage area positions, the district must give hiring preference to certified applicants who are not retirees. To be eligible for full TRS benefits a retiree must meet the following criteria:

- Have not been subject to a reduction in benefits for retirement at an early age or retired under disability provisions
- Have a 12-month continuous break in public school service since retirement
- Be appropriately certified for the position for the applicable school year.

Employees may contact Human Resources for additional information or contact TRS by calling 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Contract and Non-Contract Employment

Policies DC, DCA, DCB, DCC, DCD, DCE

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

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

Term and Continuing Contracts: Full-time teachers, professionals, and administrators employed in positions requiring certification and nurses who have successfully completed the probationary period will be employed by term contracts. Campus principals and central officers administrators are employed under multiple – year term contracts. The terms and conditions of employment are detailed in

the contract and employment policies. All employees will receive a copy of their contract and employment policies.

Non-Certified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the procedures for non-renewal or termination under the Texas Education Code.

The Board has chosen to employ by non Chapter 21 contracts non-certified personnel in pay grade 12 or above whom, by job description, are required to hold at least a bachelor's degree and who hold such a degree. There is no property interest in a non Chapter 21 contract beyond its term.

Paraprofessional and Classified Employees. All paraprofessional and classified employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

Searches, Alcohol and Drug Testing

Policy DHE

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

Employees required to have a commercial driver's license. The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving. Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion

exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees required having a CDL who are subject to alcohol and drug testing would receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Student Support Services at 281-634-1131.

Employee's Use of Own Vehicle

If you are driving your own vehicle on District business, **your own insurance is primary**. If your vehicle, or someone else's vehicle or property is damaged, or if someone is injured, coverage shall be provided by your insurance. *Injuries to employees* incurred in the course and scope of employment, or in this case, a work-related auto accident, will be covered by Worker's Compensation.

Maintaining a current auto insurance policy is a matter of law and the district expects that any individual may be required to drive their personal vehicle for District purposes must abide by this law.

First aid and CPR and AED Certification

Policy DBA

Head coaches, head marching band directors, and chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the District or University Interscholastic League (UIL) must maintain and submit to the District proof of current certification in first aid and cardiopulmonary resuscitation (CPR). The American Red Cross, the American Heart Association, or another organization that provides equivalent training or certification must issue certification. Requirement that certain employees be trained and certified in the use of an automated external defibrillator.

Reassignments, Transfers and Reduction in Force

Policy DK, DFF

All personnel are subject to assignment and reassignment by the Superintendent or designee Executive Director of Human Resources, when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another department or facility that does not necessitate a change in the employment contracts. Campus reassignment must be approved by the principal at the receiving campus

except when reassignments are due to enrollment shifts or program exchanges. (In exercising their authority to approve appointments and reassignments, principals shall work cooperatively with the Human Resource staff to ensure the efficient operation of the District as a whole). When reassignments are due to enrollment shifts or program changes, the Superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District Policy DGBA (Local).

Employees with the required qualifications for a position and compliance with the requirements of the District transfer policy and at least one year of service may request a transfer to another campus. A District Voluntary Transfer Request form must be completed online and submitted to Human Resources. Teachers requesting a transfer to another campus before the school year begins must submit their request by the transfer deadline.

Requests for transfer during the school year will not be considered.

Workload and Work Schedules

Policy DL

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

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students one day a week when no other personnel are available during lunch.

Paraprofessional and Classified Employees.

Support employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and 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.

Notification of Parents Regarding Qualifications

Policy DK, EHBD

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

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the TExES exam) or individuals who do not hold any certificate or permit. Not later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status should call the Human Resources Certification Office at 281-634-1284.

Outside Employment and Tutoring

Policy DBF

Employees shall not accept outside employment that will interfere with the performance of regularly assigned duties. The Superintendent shall ascertain whether outside employment interferes with the employee's ability to carry out his or her regular assignment.

Teachers shall not tutor their own students for pay, except during the summer months. The Board reserves the right, at all times, to evaluate any problem or question arising under this policy and make such disposition of these questions and problems as may be deemed proper and necessary.

Performance Evaluation

Policies DN, DNA, DNB

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

copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated.

Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary. All employees shall receive a copy of their annual written evaluation.

Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See DGBA (Local)]

The annual appraisal of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS), except that the appraisal of teachers assigned to certain campuses shall follow a campus teacher appraisal plan written in compliance with statutory provisions and commissioner's rules.

However, District teachers who meet the criteria listed below shall be eligible for a less-than-annual appraisal as permitted by law:

To be eligible a teacher shall:

1. Be on an educator contract;
2. Be SBEC certified, teaching in his or her area of certification;
3. Have received an "exceeds expectations" rating in five or eight domains on PDAS and at least "proficient" in the other three domains;
4. Not be new to the campus; and
5. Have completed three years of service in the District.

A teacher who qualifies for a less-than-annual appraisal and who is in his or her fourth through tenth year of service shall be scheduled for a complete PDAS appraisal every other year. A teacher in his or her eleventh year of service or more who qualifies for a less-than-annual appraisal shall be scheduled for a complete PDAS appraisal every third year.

In a school year in which a teacher is not scheduled for an appraisal, either the teacher or the appraiser may request that an appraisal be conducted by providing written notice to the other party.

The District shall establish an appraisal calendar each year.

All formal classroom observations of teachers shall be scheduled by date and time. The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board. Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers. The Board shall ensure that the Superintendent or designees establish procedures regarding how domain scores from first and second appraisers will be used.

When relevant to the decision, written evaluations of a professional employee's performance, as documented to date, and any other information the administration determines to be appropriate shall be considered in decisions affecting contract status.

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term.

Complaints regarding teacher appraisal shall be addressed in accordance with DGBA (LOCAL).

Employee Involvement

Policies BQA, BQB

At both the campus and District levels, Fort Bend ISD offers opportunities for involvement in matters that affect employees and influences the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees may either be asked or elected to serve on District or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or the Department of Curriculum and Instruction.

Staff Development

Policy DMA

Staff Development activities are organized to meet the needs of employees and the District. Staff Development is predominantly campus-based, related to achieving campus performance objectives and developed and approved by District and campus level advisory committees. Staff Development for non-instructional personnel is designed to meet specific licensing requirements (e.g. bus drivers) and continued employee skill development. Administrators participate in professional growth activities in scheduled workshops. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Paraprofessional and classified staff enhance their knowledge and skills through workshops based upon assessed needs.

Compensation and Benefits

Salaries, Wages and Stipends

Policy DEA, DEAA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District's pay plans are reviewed by the administration each year and adjusted as needed. The Superintendent or designee, within guidelines set out in federal regulations, shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of compliance with the Fair Labor Standards Act. Professional and administrative employees are generally classified as exempt and are paid monthly salaries.

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

A teacher may receive credit for years of substitute teaching experience for salary increment purposes provided that the teacher held a valid teaching certificate at the time the service was rendered, the teacher was employed in an entity recognized for creditable years of service, and the ninety-day minimum requirement was met. The adjustment will occur the year that the service is verified and subsequent years.

The Board of Trustees establishes salaries of all employees. All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. The teacher salary schedules are in a step system. Experience and education determine the step and pay category for each teacher. Pay increases, or advancement to a higher step, are determined by creditable years of service in the District. Contract employees who perform extracurricular or supplementary duties may be paid a stipend in addition to their salary, according to the board adopted stipend schedule. The Superintendent will determine placement and advancement of employees on the professional administrative salary schedules.

Paychecks

Teachers and other 10-month employees are paid over twelve months of employment equal to twenty-four (24) pay periods. Additionally, first year teachers with the District will receive twenty-five (25) pay periods,

beginning with the August 31 pay date. Employees on twenty-four (24) pay periods will receive checks twice each month from mid-September through the end of August. Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2007-2008 school year is as follows:

Checks

August 31
September 14
September 27
October 15
October 31
November 15
November 30
December 14
January 2 (Direct Deposit December 31)
January 15
January 31
February 15
February 29
March 14
March 31
April 15
April 30
May 15
May 30
June 13
June 27
July 15
July 31
August 15
August 29

Automatic Payroll Deposit

The District offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into an account at any financial institution that accepts electronic transfer of funding. With automatic deposit, an employee's pay is immediately available on the pay date. An authorization of direct deposit form must be on file in the Payroll Department. When activating or changing a direct deposit, a prenotification period is required to insure all bank information has been submitted and processed correctly. Contact the Payroll Department for more information about the direct deposit service.

Important Note: Due to the increasing time pressures related to processing payroll, the district will no longer be able to offer that benefit. Beginning in September 2007, direct deposits will be posted on the regularly scheduled paycheck dates. Because the district cannot control the time of day each bank or credit union posts a deposit to an employee's bank account, we strongly recommend that employees not schedule drafts on the same as a pay date.

Payroll Deductions

Policy CFEA

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986.

Temporary and part-time employees who are not eligible for TRS membership must participate in the Deferred Compensation FICA Alternative Plan.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; the Texas Tomorrow Constitutional Trust Fund; and savings and loan payments through Brazos Valley Schools Credit Union. Employees also may request payroll deduction for payment of membership dues to professional organizations, the United Way, and additional insurance coverage. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy DEA

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and all paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in direct pay or compensatory time off. 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. Monday and ends at midnight Sunday. Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of compensatory time.
- Comp time must be used in the duty year that it is earned
- Use of comp time may be at the employee's request with supervisor approval as workload permits.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).

- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- Non-exempt employees may not do volunteer work at their worksite.

Pay for salary errors in prior years

The District provides employees with individual salary notices that summarize each employee's pay grade, pay step (experience) and stipend, if any. Therefore, it is the employee's responsibility to review the salary notice annually and to immediately point out questions or concerns in writing to Human Resources, which will be addressed in a timely manner. It is the practice of the District for any correction to be limited to the current fiscal year, which is from September 1st through August 31st.

Travel Expense Reimbursement

Policy DEE

Before an employee incurs any travel expenses, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the Board of Trustees and the Internal Revenue Service. Employees must submit receipts to be reimbursed for expenses other than mileage. Authorized meals will be reimbursed on a per diem basis.

Group Health Insurance Benefits

Policy CRD

Group health insurance benefits coverage is available to employees who work 20 or more hours per week; is not a retiree eligible for coverage under Insurance Code Chapter 1575 (retiree group health benefits); is not eligible for coverage by a group insurance plan under Insurance Code Chapter 1551 (state employee health insurance) or Chapter 1601 (state university employee health insurance); and is not an individual performing personal service for the District as an independent contractor.

The Board of Trustees determines the District's contribution to employee insurance premiums annually. Detailed descriptions of insurance coverage, prices and eligibility requirements are provided to all employees in a separate booklet available from the Benefits Department.

The Group Health Plan year is from January 1 through December 31. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage during open enrollment or if they have an IRS qualifying event. Employees should contact the Benefits Department for more information.

Supplemental Insurance Benefits

Policy CRG

In addition, other supplemental insurance benefits which may include, but not limited to legal, disability and additional life insurance are available for employees to enroll in at their own expense. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefit Department or more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

Workers Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the Risk Management Department. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

Workers Compensation Benefits

An employee receiving workers compensation wage benefits for a work-related illness or injury on the job may use sick leave or any other leave benefits in conjunction while recovering, except when the leave is classified as family and medical leave. While on workers compensation, the District will pay the difference between the weekly income benefit and the employee's regular salary and charge available leave proportionately. Employees with questions about Workers' Compensation should contact Risk Management or the Texas Workers' Compensation Commission at 1-800-452-9595.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Human Resources or the Texas Work Force Commission 1-800-832-2829.

Teacher Retirement

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

Employees who plan to retire under TRS should give a 30 day notice to their immediate supervisor and Human Resources. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698 or call 1-800-223-8778 or 1-512-542-6400, or through the Internet at www.trs.state.tx.us.

For information regarding social security benefits, please contact the Social Security Office at 1-800-772-1213.

Leaves and Absences

Policy DEC

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the Department of Human Resources for counseling about leave options, continuation of benefits, and communicating with the District.

Employees must follow District and department or campus procedures to report or request leave of absence and complete the approximate leave request form. Any employee who reasonably expects to be away from work more than five (5) consecutive work days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, and-in case of personal illness-the employee's fitness to return to work.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense by paying premiums in advance, for a period not to exceed six months. If at the end of that period, the employee is still on unpaid leave, COBRA coverage shall be offered. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the District, as they were when they were working. Otherwise, the District does not make benefit contributions for employees who are not on active payroll status. Employees must follow District and department or campus procedures to report or request any leave of absence. While an employee is out on any type of leave they will not be allowed on the work site.

Personal Leave

Each employee shall earn state personal leave, in equivalent workdays, at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually. All employees shall earn additional local personal leave at the rate of one-half a workday for each eighteen (18) workdays of employment, concurrently with state personal leave, and up to a maximum of five (5) workdays annually; however, bus drivers and monitors are not entitled to local personal leave.

At the beginning of the school year or employment period, an employee's account shall be credited with the full amount of leave allowance possible for the year. Days are earned only during active duty; therefore, an extended leave or excessive absences diminishes the total that may be earned for the year. In anticipation that the leave days will be earned for active service on duty during the school year, should an employee resign or cease to be employed before the end of the school year of employment period or have an extended leave, the leave allowance shall be prorated on the basis of time served. Upon return from leave, the District will recalculate and advance the number of possible days to be earned through the remainder of the contract period. The days used in excess of the prorated allowance shall be reimbursed to the District at the employee's regular daily rate of pay.

There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school Districts and is generally transferable to education service centers. There are two types of personal leave: non-discretionary and discretionary.

Non-discretionary. Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered non-discretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Discretionary. Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. Requests for use of

discretionary personal leave must be submitted to the principal or department director/supervisor as soon as practicable, but no later than three days prior to the anticipated absence. State (STPB) and local (LPL) discretionary leave may not be taken for more than three consecutive days except in extenuating circumstances and with the approval of the Superintendent or designee. Nor more than a total of ten discretionary leave days, including any combination of state (STPB) personal or local (LPL) personal days may be used in each school year (July 1 through June 30). Employees have the option to charge their absences related to sick leave (Non-Discretionary) to either state (ST) or local (LOC) balances. This election shall be made by the employee when completing the absence report or calling absence into VIPER. Changes **will not** be made after the absence has occurred.

All discretionary leave absences shall be charged to the employee's local (LPL) leave balance first, then, when the employee's local (LPL) leave is exhausted, it will be charged to his or her state (STPB) leave balance.

Discretionary leave

Discretionary leave shall not be allowed in the following circumstances: First day of school or the day before a school holiday, the last day of school or the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-required assessments, professional or staff development days, the last teacher workday of the school year, without the approval of a cabinet member. If the principal/supervisor determines that the employee's presence is critical to the instructional program or the operation of the school/department discretionary leave may be denied.

Non-Duty/Vacation/Holiday Days

Twelve-month employees will have a varying number of non-duty days (sometimes called vacation days) each year. Employees are not paid for these days. An employee who leaves the District before the end of their contract and who has used non-duty days will have their remaining salary reduced. The reduction will be equivalent to the number of non-duty days taken times their daily rate. The number of days will vary according to the District calendar. Non-duty days may not be substituted for holidays such as July 4th, Spring Break, and Christmas Break. Extension of holidays through use of non-duty days must be approved by the appropriate Executive Director. Effective with the 1992-93 school year, non-duty days are to be used by the end of the contract year in which they are earned. If a serious or emergency situation exists and extension or carry-over of non-duty days may be approved by the Superintendent or Executive Director of Human Resources. In instances involving the department of Human Resources, the Chief Financial Officer must approve as well. Employees may request to use non-duty days at their discretion. All twelve-month employees must obtain prior

approval from their immediate supervisor before using a non-duty day. Any conflict with departmental workload or scheduling will be considered sufficient cause for denying a request for non-duty days. Requests for non-duty days are submitted on the "Request for Leave/Absence Report" and are to be reported to Web Center.

Sick Leave

Previously accumulated state sick leave is available for use and may be transferred to other school Districts in Texas.

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

Sick leave may be used for the following reasons only:

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

Temporary Disability Leave

The purpose of Temporary Disability leave is to provide job protection to full-time employees who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. A full-time employee may voluntarily request to be placed on temporary disability leave or be placed on leave involuntarily.

Health Care Benefits will continue to be deducted from employee's paycheck. If an employee does not receive a paycheck, an invoice for employer paid premiums will be generated from the Benefits Department and mailed to the employee. Employee is responsible for paying the premiums to keep coverage in force. Employee should contact the Benefits Department for more information.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. Medical certification forms must be submitted to Human Resources if the employee will be out more than 5 days. If disability leave is approved, the length of leave is no longer than 187 work days. Employees are required to report their absences to Web Center/VIPER. If disability leave is not approved, the employee must return to work or be subject to termination procedures. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Human Resources Department should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned, as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year in a comparable position in the District.

Family and Medical Leave

Employees who have been employed by the District for at least 12 months, and have worked at least 1,250 hours during that time are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year under the following circumstances:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition
- Developmental Leave (for professional employees only)

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

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or a comparable job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester. Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

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

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

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. When the need for leave is not foreseeable, employees must notify their supervisor as soon as possible.

Employees may be required to provide the following:

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

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

Unpaid Personal Leave

A full-time employee may apply for an unpaid leave of absence for up to six months for personal reasons. The employee shall indicate the beginning and ending dates of the requested leave.

An employee may request an extension of unpaid personal leave, for up to one year.

An employee who wishes to apply for unpaid personal leave shall notify the Executive Director for Human Resources, in writing, of his or her intention and shall provide the Executive Director sufficient information to evaluate the request. A full time employee may also apply in writing for a One Year Leave to the Executive Director of Human Resource. Health Care Benefits will continue to be deducted from employee's paycheck. If employee does not receive a paycheck, Health Care Benefits will terminate and employee will be eligible for COBRA benefits. Employee should contact the Benefits Department for more information.

Assault Leave

Assault leave provides extended job income and benefits protection to anyone who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave or counted against the employee's family and medical leave entitlement and must be coordinated with workers compensation benefits. 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. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

Use of state and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to approval of the Superintendent or designee.

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and be allowed to retain any compensation they receive.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after state military leave.

Employees who leave the district to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they 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 or honorable discharge or release, and submit an application for reemployment to the Superintendent within 90 days of discharge or separation.

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

Reemployment 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 Superintendent.

FORT BEND ISD

EMPLOYEE'S QUICK REFERENCE

System Phone Number **(281) 634-1381**
Help Desk Phone Number **(281) 634-1287**

Write your PIN number here: _____

TO REGISTER AS A NEW USER AND RECEIVE YOUR P.I.N. #

1. **Press the STAR KEY** when the system asks for **Personal Identification Number (PIN)**
2. **Press 3** when the System says, "If calling as an employee."
3. **Enter your Employee Identification Number**, by pressing the telephone keys.
4. **Record Your Name.**
Press 1 if you like the recording
Press 9 if you want to re-record your name
5. The system read your **Work Location**, then **your Job Description.**
6. The systems tells you your **PIN.**
Press 9 to review your **PIN**
Press 1 if written correctly

AFTER REGISTERING, YOU MAY REVIEW PIN OR RE-RECORD YOUR NAME

1. Follow steps 1 through 3 in the previous instructions as a new user.
2. **Press 1 to Hear Your Pin, OR**
Press 3 to Change the Recording of your Name

If you select Change Recording of Name,
Press 1 if you like the recording, **OR**
Press 9 to re-record name.

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts@5:00 am	5:00pm-9:30pm
Saturday	None	None
Sunday	None	5:00pm-9:30pm
Holidays	None	5:00pm-9:30pm

Reasons For Absence

1. LSL – Sick Local Leave
2. ST – State Sick Leave
3. LPL – Local Personal Leave
4. STPB – State Personal Leave
5. ND – Non-Duty Day
6. MD – Military Duty
7. JD – Jury Duty
8. SB1 – School Business Sponsoring (Coaching, UIL, Student Council)
9. SB2 – Staff Development (Authorization number)
10. SB3 – School Business Professional (Testing, Committee Work, etc.)

Campus ½ day Schedule in VIPER:

HIGH SCHOOL -	7:00am-11:00am 11:01am-3:00pm
MIDDLE SCHOOL-	8:20am – 12:20pm 12:21pm – 4:20pm
ELEMENTARY SCHOOL	7:45am-11:45am 11:46am-3:45pm
ADMINISTRATION	8:00am-12:00pm
ANNEX	12:30pm-4:30pm

EMPLOYEE'S QUICK REFERENCE CARD

System Phone Number (281) 634-1381
Help Desk Phone Number (281) 634-1287

Write your PIN number here: _____

***Call System, Enter PIN ***

MAIN MENU

1. to Report Absence
5. to Review, Cancel or Modify Absence
7. to Review Work Location
- 9 – to Exit

TO ENTER AN ABSENCE

1. Press 1 to Enter An Absence
2. Press 1 for a one-day absence for the **CURRENT** day, **OR** press 5 for a one-day absence for the **NEXT** work day, **OR** press 7 to enter the dates and times
3. **IF YOU PRESSED 1 OR 5 to enter a one-day absence...**
Press 1 to ACCEPT times, SKIP TO Step 4, **OR** press 5 to manually enter times
--To accept times, PRESS the STAR KEY **OR**, enter START time (HHMM).
Repeat procedure for END time, SKIP TO Step 4

IF YOU PRESSED 7 to enter the dates and times...

3a. PRESS the STAR KEY to accept the date offered, enter DATE the absence starts (MMDD).

3b. PRESS the STAR KEY to accept the time offered, **OR** enter TIME the absence starts (MMD).

3c. Repeat procedures in 3a/3b for DATE/TIME ABSENCE ENDS.

4. Enter the REASON NUMBER, then press the STAR KEY.
5. Press 1 to Record Special Instructions, **OR** press 5 to bypass this step.
6. Press 1 if a Substitute IS required, **OR** press 3 if NO substitute is required, SKIP to Step 8.
7. Press 1 to request a particular substitute, **OR** press 3 to bypass this step. To request a particular substitute, enter their telephone number minus the area code, Example: (281) 634-1287 you would enter 6341287. Then Press the STAR KEY.
8. Press 1 to Receive the job number
You must receive the job number or it did not go through as complete.

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Press 5 to Review or Cancel An Absence
2. Listen to the information the System plays. Press 1 to hear the information again, **OR** Press 3 to hear another absence, **OR** Press 5 to cancel the job the System just played, **OR** Press 6 to Modify Special Instructions.

If you select **Cancel The Job**, Press 1 to **Confirm The Cancellation Request**.

If a substitute was assigned to the absence—
Press 1 if you want the System to inform the substitute of the cancellation, **OR** press 5 if the substitute knows that the Job was canceled.
Once you confirm a request to cancel the Job, you must wait for the System to say “job number xxxx has been cancelled.”

If you select **Modify Special Instructions**, the System guides you through the steps of reviewing and replacing the voice message.

Fort Bend Independent School District

WebCenter

Quick Link Human Resources Web Page

WebCenter Address:

Within district <https://eschoolweb>

From Your Home:

<https://eschoolweb.fortbend.k12.tx.us>

or

<https://eschoolweb.fortbendisd.com>

User ID: _____

(User ID is “000” plus your People Soft ID Number)

PIN: _____

(PIN=your PIN # from VIPER)

Log on: Open your Internet Browser and access the SEMS Web Center site. Login information includes two identifiers that must be entered. When you have entered both fields, press the **Log On** button.

Log off: To end the session and disconnect from Web Center, press the **Log Off** link found in the lower portion of the screen.

Printing: You can print any of the screens you are currently viewing by using your browser's print icon.

Press the **Create Absences** tab to enter an absence.

Select the **Location and Classification** when there is a choice in the drop down menu.

Select the **Reason** that applies to this absence from the drop down menus.

Select **Start** and **End** dates for your absence by clicking on the down arrows or using the Calendar icon. Ensure that the correct **time** is entered.

If this is a multiple day recurring absence, remove the checkmarks(s) from the **Work Days** boxes that **do not** apply to this absence.

Indicate if a substitute is required for this absence.

To request a particular substitute, enter the Substitute's ID number or use the Search feature to find the Substitute by name.

Indicate if the requested substitute has agreed to accept the job. If **Yes** is selected, **the substitute will not be called.**

Press the **Submit** button when you have completed the form to validate the information. Errors will be displayed in red below the tabs. When the date is corrected, press the **Submit** button again.

The confirmation screen allows you to verify that the information is correct before the job is created. Press the **Create Absence** button to create the job and receive the job number OR press the **Cancel** button to return to the **Absence Creation** form without creating the absence.

If the absence has been successfully entered, a message will be displayed to indicate this along the Job Number.

Press the **Continue** button to return to the **Create Absence** tab.

Press the **Review Absences** tab:

- Review past, present, and future absences
- Cancel an absence

Select the date range for your search by pressing the down arrows for Month/Day/Year or using the Calendar icon and press the **Search** button OR press the **Search All** button to get a list of all your absences.

Use the **Next** and **Previous** button to navigate through the records on the list.

To cancel the job or view the job details, press the **Job number link.**

If you want the system to notify the substitute of the job cancellation (by calling them) place a checkmark in the box "Does the substitute need to be notified of your cancellation".

To confirm that you do want to cancel the absence, press the **Cancel Job** button.

You have **not** cancelled the absence until you press the **Cancel Job** button. A successful action will display to confirm the cancellation

Employee Relations and Communications

Employee Recognition and Appreciation Policy DJ

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include school service awards.

District Communications

Throughout the school year, the Community Relations 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 the following:

Class Act: Employee Newsletter

Inside Fort Bend: Community Newsletter

Press Releases: Distributed weekly to local press

Complaints and Grievances

Policy DGBA

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

The formal grievance process provides all employees with an opportunity to be heard up to the highest level

of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees. For ease of reference, the District's policy concerning the process of bringing complaints and grievances is reprinted.

Purposes

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

Other Review Processes

Some topics are governed by other review processes and are not subject to this policy. Employee termination procedures are found in policy series DF and DCD (Local). An employee's dismissal or non-renewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a Hearing on the matter. For complaints against Peace Officer, see CKE (Local).

Non-Discrimination

The names of the District coordinators for compliance with federal nondiscrimination laws are found in DAA (Local). Issues specific to sexual harassment complaints are found in DHC.

Notice to Employees

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

Definition

Employees may present grievances concerning their wages, hours of work, or conditions of work. A grievance must specify the individual harm alleged.

Consolidation

When the Superintendent determines that two or more individual grievances are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the grievances.

Freedom from Retaliation

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy. [See DG (Legal)]

"Whistleblower" Grievances

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority (see DG) shall invoke this policy not later than five working days after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence.

General Provisions

Grievances shall be heard in informal administrative conferences. All grievances arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial grievances concerning events about which the employee has previously grieved. Costs of any grievance shall be paid by the party incurring them. In resolving grievances, time is of the essence. All time limits shall be strictly complied with unless extended by mutual consent. All references are to working days.

The appropriate administrator at each level shall respond to the employee within ten days of a grievance conference. Written grievances shall receive a written response. The employee has seven days after receiving a response to appeal to the next level. The grievance shall be considered concluded if the employee does not appeal within that limit. Announcing a decision in the employee's presence constitutes communication of the decision.

Level One

An employee who has a grievance shall meet with the principal or immediate supervisor within fifteen days of the time the employee first knew or should have known of the event or series of events causing the grievance. At this meeting, the employee shall submit the grievance in writing on a form provided by the District.

Level Two

If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may meet with the appropriate director or a designee within ten days after receiving the response to discuss the grievance. The employee shall give written notice of appeal of the Level One decision on a form provided by the District. If any relief has been granted at Level One, the employee must state on the form why such relief is inadequate.

Level Three

If the outcome of the conference at Level Two is not to the employee's satisfaction, the employee may meet with the Superintendent or designee within ten days after receiving the Level Two response. The employee shall again give written notice of appeal on a form provided by the District and indicate why any relief afforded at Level Two is inadequate.

Level Four

If the outcome at Level Three is not to the employee's satisfaction, the employee may submit a written request to place the matter on the agenda of a future Board meeting using the Notice of Appeal form provided by the District. The Superintendent shall inform the employee of the date, time, and place of the meeting. The Board President may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter. If the Board

chooses to take action, it shall make and communicate its decision at anytime up to and including the next regular Board meeting. The lack of official action by the Board upholds the administrative decision at Level Two. The grievance may be presented to the Board or, at its election, to a designated hearing officer who shall, in turn, make a written recommendation for disposition to the Board. Hearing officers may be District employees who were not involved in the subject matter of the grievance or the grievance process, or they may be persons not employed by the District. If the Board designates a hearing officer to hear the grievance, it shall review the hearing officer's written recommendation at its first regular meeting following receipt of same. The employee and the administration shall be provided a copy of the recommendation before such meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing, at the Board's election. The Board shall then make and communicate its decision at anytime up to and including the next regularly scheduled Board meeting. The Board may decide to accept, reject, or modify the recommendation of the hearing officer.

The form of presentation of the grievance shall be determined by the Board or its designated hearing officer. Generally, no witnesses shall be presented and no cross-examination of witnesses shall occur, unless due process so requires. In each case, the grievant shall be permitted to make a presentation to the Board or its designated hearing officer within the time allotted and shall be able to offer such written evidence as the Board or its designated hearing officer may deem relevant. The administration shall, in turn, be entitled to respond to the grievant with its own presentation and written evidence.

Closed Meeting

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

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

- Recognize and respect the rights and property of students, parents 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 as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and District procedures and policies.
- 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.
- Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. All District employees shall be expected to adhere to the standards of conduct set out in the "Code of Ethics and Standard Practices for Texas Educators". [See DH (Exhibit)]
- Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels.
- The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident.

All employees, as public servants, must follow the *Code of Ethics and Standard Practices for Texas Educators*, which is reprinted below:

Code of Ethics and Standard Practices for Texas Educators Effective 9/1/02

Statement of Purpose

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

the professional. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

ENFORCEABLE STANDARDS

I. Professional Ethical Conduct, Practices and Performance.

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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

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

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

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

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

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

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

II. Ethical Conduct Toward Professional Colleagues.

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

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

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

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

Standard 2.5 The education shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability or family status..

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

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

III. Ethical Conduct Toward Students

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

Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health or safety.

Standard 3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.

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

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student, knowingly allow any student to consume alcohol, or illegal/unauthorized drugs in the presence of the educator.

Harassment

Policy DH, DIA

Harassment of a co-worker or student motivated by race, color, religion, national origin, disability, age or sex is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes a repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, 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 the campus principal or supervisor. If the campus principal or supervisor is the subject of 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 shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee

may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (See *Complaints and grievance*). To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The District will not retaliate against an employee who in good faith reports perceived harassment.

Sexual Harassment

Policies DH, FFG, FFH

Employee-to-Employee. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, or the Staff Attorney, (281) 634-1275. The District will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

Employee-to-Student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual 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 the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits

In most instances, sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to: fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to 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 law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the Executive Director of Human Resources.

Alcohol and Drug Abuse Prevention

Policies DH, DI

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

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or 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: any controlled substance or dangerous drug as defined by law, alcohol or any alcoholic beverage, any abusable glue, paint or chemical for inhalation, 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.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contracts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. Drug testing shall be conducted in accordance with DHE (Local Policy), a copy of which shall be distributed to all employees upon employment and at the beginning of each year. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the Superintendent receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up

to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

Reporting Suspected Child Abuse

Policy DG, DH, FFG, GRA

All employees are required by law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concerns 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. Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological treating or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

Fraud and financial impropriety

Policy DG, CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety,

as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of Interest

Policy BFAA, DBD

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

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

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the Superintendent or designee. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization. An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

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

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

Safety

Policy CK

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve District equipment, employees must comply with the following requirements:

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

Employees with questions or concerns relating to safety programs and issues can contact their immediate supervisor.

Tobacco Use

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited by law on all District-owned property and at all school related or school sanctioned activities on or off campus. This includes all buildings, playground areas,

parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, crimes involving school property or funds, crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as a educator, crimes that occur wholly or in part of school property or at a school-sponsored activity. Crimes involving moral turpitude are listed below.

Moral turpitude includes but is not limited to:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, possess, transfer, sell or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct if two or more acts are committed within any 12 month period; or
- Acts constituting abuse under the Texas Family Code.

Possession of Firearms and Weapons

Policies FNCG, GKA

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 their supervisors or call the FBISD Police Department immediately.

Visitors in the Workplace

Policy GKC

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

All visitors to the schools, including parents and Board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal's office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Employees should not encourage unauthorized visitors to the work place.

Cell Phones

Fort Bend ISD employees may have in their possession mobile phones and/or paging devices. However, the use of these devices is prohibited during the normal work hours of their assigned location in order not to disrupt the instructional process or the business process in the District's offices.

Copyrighted Materials

Policy EFE

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes or DVD's 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

All network and computer equipment is the property of Fort Bend Independent School District. As such, all copyright laws and federal and state laws regarding electronic data transfer or communication will be strictly adhered to and enforced. This includes, but is not limited to, making copies of copyrighted software, logging onto bulletin boards, invading networks or computer systems or files to alter information therein (viruses or unauthorized data manipulation) and bringing unauthorized software into the labs, classrooms or offices.

Duplication of any software, except for backup and archival purposes, from any facility/campus in the Fort

Bend Independent School District's computer labs, classrooms, or offices is strictly prohibited

Any faculty or staff member found violating these laws or rules may be subject to civil and criminal penalties up to \$250,000 per work copied and will be referred for disciplinary action. Suspected misuse of software should be reported to the Campus Administrator or Campus Instructional Technology Specialist.

Employee Use of Internet, Computer Systems, and E-Mail

Acceptable Use - The purpose of the FBISD network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Access to the District's electronic communications system, including the Internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Transmission of any material in violation of U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Network Etiquette -Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, inappropriate jokes or cartoons, and any other inflammatory language is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Security - Use of the FBISD electronic communications systems shall not be considered confidential and may be monitored. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Vandalism - Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative procedures and possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, uploading or creating computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require

restitution for costs associated with system restoration, hardware, or software costs.

World Wide Web - All “home pages” created for the FBISD Web site must be submitted to the Community Relations Department for review and approval prior to posting. For additional information regarding the District’s Electronic Communication and Data Management policy and procedures, refer to Sections CQ (Local) and CQ-R of the Fort Bend ISD Board Policy Manual.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee’s discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

Asbestos Management Plan

Policy CKA

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of District property. A copy of the District’s management plan is kept in the Facilities office and is available for inspection during normal business hours. A copy of this management plan is also available at each school’s administrative office for inspection during normal business hours. The content of this management plan meet the requirements of the Asbestos Hazard Emergency Response ACT (AHERA), which is enforced by the Texas Department of Health.

Pest Control Treatment

Policy DI

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located in the treatment area or main entrance.

Health Requirements and Services: Communicable Diseases

Policy FFAD

Chronic Reportable Diseases

Unless otherwise provided below, a student with a chronic reportable disease (Hansen’s disease, viral hepatitis type B, AIDS or HIV infection) shall be

allowed to attend school in his or her usual instructional setting with the approval of his or her doctor. The District employee responsible for the school health program shall function as the liaison with the student’s doctor and be the coordinator of services provided by other staff. (See FFA)

Confidentiality

Only those persons with a direct need to know, such as the principal, school nurse, or other person responsible for the school health program, shall be informed of the condition of the student who has a chronic reportable disease. However, the parents of a minor student or an adult student may give written authorization specifying other persons or positions to whom such information may be released. District personnel who have such knowledge shall be provided with information concerning any precautions that may be necessary and shall be advised of confidentiality requirements.

Risk of Transmission

The District medical advisor and the local health authority, in consultation with the person responsible for the school health program and the student’s doctor, shall determine whether a significant risk of transmitting a chronic reportable disease exists. If it is determined that a significant risk of transmission exists, the student may be temporarily removed from the classroom until one of the following events occurs: An appropriate school program adjustment is made. An appropriate alternative or special education program is established. The local health authority determines that the significant risk has abated and the student can return to class. Each removal of a student from school attendance under this circumstance shall be reviewed by the District medical advisor in consultation with the student’s doctor at least once a month to determine whether the condition precipitating the removal has changed.

Risk to Affected Student

A decision to remove a student from the classroom for his or her own protection when cases of communicable diseases are occurring in the school population shall be made in accordance with Texas Department of Health guidelines; however, the placement of a special education student can be changed only by an ARD committee.

Referral To Special Programs

A student removed from the classroom under this policy may be referred to the ARD committee for assessment and a determination of eligibility for special education. A student determined to be ineligible for special education services may nevertheless be eligible for other special services as a student who has a disability under Section 504 of the Rehabilitation Act. Any decisions regarding

restriction on school attendance, participation in school activities, and hygiene procedures shall be made by the ARD committee (in the case of a special education student) or a group of professionals who are knowledgeable about the student (in the case of a student who has a disability under Section 504). These committees shall consult the local health authority and the student's physician in making such decisions. They shall also consider the significant health risk posed to and by the student in determining an appropriate individualized education program or other services to be provided.

Diabetic Students

House Bill 984 affects students who have diabetes.

It requires students and parents and physician to develop a diabetes management plan and provide it to the school Principal, school nurse, one of the student's teachers, and the parent must develop an individualized health plan for the student if the student will need care for diabetes while at school. Train at least one unlicensed diabetes care assistant on each campus where student with diabetes is enrolled. School employees who transports/supervises the student during off-campus activity shall be provided a one-page information sheet for emergency care situations.

General Procedures

Bad Weather Closing

Policy CKC

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials; KTRH-Radio 740 AM, KPRC-Channel 2, KHOU-Channel 11, KTRK-Channel 13, KRIV (Fox) -Channel 26, KHWB-Channel 39 and KXLN-Channel 45.

If weather permits, we will post school closings as soon as possible on our Internet web site: www.fortbendisd.com and on another website (see below). However, a loss of power in the Houston area could prevent us from doing so. You may also call our main switchboard number at 281-634-1000 to hear a recorded message, or log onto: www.school-closings.net.

The Chief Community Officer of Community Relations or designee will make all contacts and statements to media representatives.

When school is closed due to inclement weather or other conditions, employees are asked to listen to their

radio or television for information about who is or who is not to report to work.

Associate Superintendents and appropriate Chiefs relay the directive to the appropriate administrators under their supervision, and in turn, each administrator notifies their respective staffs.

Emergencies

Policy CKC

Each school shall have effective emergency procedures that can be implemented on short notice and that will ensure optimal safety for students and school personnel.

All employees should be familiar with the evacuation 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 nearest their place of work and how to use them.

Purchasing Procedures

Policy CH

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

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Names changes will not be completed without the presentation of a new social security card. Forms to process a change in personal information are obtained from the department of Human Resources, FBISD home page, and the Pipeline. Hard copies of the form can be completed online. The form is located on the Pipeline/HR, and on the Internet:

www.fortbend.k12.tx.us/personnel/prof/employee_forms.htm

Personnel Records

Policy GBA

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

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

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

Community Relations: Use of School Facilities

Policy GKD (Local)

Nonprofit organizations headquartered inside District boundaries may complete a District rental application for the use of District's buildings and equipment when they are not otherwise in use by the District. No activity shall be scheduled if it interferes with individual school operations or District scheduled activities, including facilities maintenance and/or repair projects.

For-profit organizations, alone or in collaboration with nonprofit organizations, may not use District buildings and equipment, except where such use is directly related to the provision of services benefiting students or staff as determined by the administration on a case-by-case basis with approval of the Board. Any such use shall be governed by separate agreement, upon such terms and conditions as may be approved by the Board. Principals /Supervisors are responsible for scheduling the use of facilities after school hours. Contact Facilities/Operations to obtain information on the fees charged. A contact for Use of School Facilities From can be obtained on the internet – www.fortbendisd.tx.us/parentlinks/policy&administration links

Termination of Employment

Resignations

Policy DFE

Contract employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of

resignation should be submitted to Human Resources with a copy to the supervisor. Contract employees may resign at any other time only with the approval of the Board of Trustees. Resignation without the consent of the Board may result in disciplinary action by the State Board for Educator Certification. The Superintendent will notify the State Board of Education when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board of Education Certification*.

All resignations shall be submitted in writing to the Superintendent. The employee shall give at least thirty (30) calendar days advance notice of the employee's intent to resign, or other reasonable notice as determined on a case by case basis in consultation with the Executive Director of Human Resources, or designee, and such notice shall include a statement of the reasons for the resignation. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing. The Board delegates to the Superintendent the authority to accept resignations in accordance with the requirements of this policy. Once submitted and accepted, a resignation may not be withdrawn without consent of the Board or its designee.

An employee serving a term contract may resign effective at the end of a contract term at any time during the school year after active duty has begun. Term contract employees may not resign during the school year after active duty has begun and with an effective date before the end of the contract term, without the consent of the Board or its designee.

Non-Contract Employees

Policy DFE (Local)

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to Human Resources with a copy to the supervisor at least 30 days prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal or Non-Renewal of Contract Employees Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF

A probationary contract employee and a term contract employee may be suspended with pay or placed on administrative leave by the Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent determines that the District's best interest will be served by the suspension or administrative leave.

Employees on probationary or term contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in District policies. Contract employees dismissed during the school year, suspended without

pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification of whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF policies that are provided to employees or in the policy manual located in the Human Resources Office.

Dismissal of Non-Contract Employees Policy DCD

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

Exit Interviews and Procedures Policy DC

An exit interview shall be conducted and a termination report prepared, if possible, for every employee who leaves employment with the District. These interviews shall be conducted in accordance with administrative procedures. Information on continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete an online questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, and equipment must be returned upon separation from employment. The District may

withhold the cost of any unreturned items from the final paycheck.

Reports to the State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC if there is reasonable evidence that the employee's conduct involves the following:

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

Reports concerning court-ordered withholding

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

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

Equal Educational Opportunities

Policy FB

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

The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Sandra Scott-Bonner
Position: Director of Student Appeals
Address: P.O. Box 1004, Sugar Land, TX 77487-1004
Telephone: (281) 634-1117

The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended:

Name: Dr. Bob Conlon
Position: Director of Student Support Services
Address: P.O. Box 1004, Sugar Land, TX 77487-1004
Telephone: (281) 634-1131

Student Issues

Equal Educational Opportunities

Policy FB

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

Questions or concerns about discrimination of students on any basis listed above should be directed to the Superintendent or the Title IX Coordinator.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents married, separated, divorced unless parental rights have been legally terminated and the school has given a copy of the court order terminating parental rights.
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate education interests

Materials that are not considered educational records and do not have to be made available to a parent or student include teacher's personal notes on a student that are shared only with a substitute teacher.

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

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent's office can provide parents and students with information on filing a complaint. Complaints regarding certain topics are addressed by specific policies that modify this complaint process or required an alternative process:

1. Discrimination on the basis of gender: FB
2. Sexual abuse or sexual harassment of a student: FNCJ (Local)
3. Loss of credit on the basis of attendance: FEC
4. Teacher removal of a student for disciplinary reasons: FOA
5. Removal of a student to a disciplinary alternative education program: FOB
6. Expulsion of a student: FOD and the Student Code of Conduct.
7. Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504: FB
8. Identification, evaluation, or educational discipline of a student with a disability within the scope of IDEA: EHBA, FOE and the parents' rights handbook provided to parents of all students referred to special education.
9. Instructional materials: EFA
10. On-campus distribution of non-school materials to students: FNAA
11. Complaints against District Peace Officers: CKE

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

Administering Medication to Students

Policy FFAC

Only nurses and other employees who have received orientation, instruction, and supervised practice from the school nurse are authorized to administer medication. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine, in its original container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policy DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FDD

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

Hazing

Policy FNCC, FO

Students must have prior approval from the principal, or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus discipline person.

APPENDIX A COBRA

Employees and dependents who lose the group health insurance because they are no longer eligible for coverage may continue the group health insurance by paying the full monthly premium plus two percent. Once an employee is ineligible for the group health insurance the employer paid contributions no longer applies.

VERY IMPORTANT NOTICE

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

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

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

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

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

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

- The death of a parent
- A termination of parent’s employment (for reasons other than gross misconduct) of reduction in a parent’s hours of employment with Fort Bend ISD
- Parent’s divorce or legal separation
- A parent becomes entitled to Medicare
- The dependent child ceases to be “dependent child” under Fort Bend ISD Group Health

NOTIFICATION RESPONSIBILITIES

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

ELECTION PERIOD

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

Under the law, eligible employees and dependents have a maximum of 60 days from the date of a qualifying event; or from the postmark date of the COBRA notice, whichever comes first, that continuing coverage is desired. To elect continuation coverage you must notify the Plan Administrator. If continuation of coverage is not elected, coverage under Fort Bend ISD Group Health Plan will cease. The cost for the continued health insurance coverage is the full monthly premium plus two percent. Payment will be retroactive to the date regular coverage ceased.

MAXIMUM PERIOD OF CONTINUATION

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

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

18 MONTHS

- Retirement
- Termination of Employment
- Reduced Hours

36 MONTHS

- Death of employee
- Divorce or legal separation
- Medicare Entitlement
- Ineligible dependent

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

SECOND QUALIFYING EVENT

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

QUALIFIED MEDICAL CHILD SUPPORT ORDERS (QMCSOS)

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

TERMINATION OF CONTINUATION COVERAGE

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

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

It is the employee's responsibility to notify the Benefits Department at 281 634 1418 immediately of any change of eligibility. If insured, a COBRA notice and application will be mailed to your home address by the Plan Administrator.

**FORT BEND ISD
079907**

**DGBA (E)
(LOCAL)**

**PERSONNEL-MANAGEMENT RELATIONS:
EMPLOYEE GRIEVANCE**

EMPLOYEE GRIEVANCE FORM

Any employee who wishes to file a grievance must fill out this form completely and turn it in to the employee's principal or immediate supervisor. All grievances will be processed in accordance with DGBA and DGBA (LOCAL).

1. Name: _____

2. Position/Campus: _____

3. Please state the date of the event or series of events causing the grievance: _____

4. Please state your grievance including the individual harm alleged:

5. Please state specific facts of which you are aware to support your grievance (list in detail):

6. Relief sought: _____

Signature: _____ **Date Submitted:** _____

Revised Date: 07/13/00

LDU451

DGBA (y) - X - 468

Certification of Health Care Provider
(Family and Medical Leave Act of 1993)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division



(When completed, this form goes to the employee, **Not to the Department of Labor.**)

OMB No.: 1215-0181
Expires: 07/31/07

1. Employee's Name

2. Patient's Name (If different from employee)

3. Page 4 describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition¹ qualify under any of the categories described? If so, please check the applicable category.

(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____, or None of the above _____

4. Describe the **medical facts** which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:

5. a. State the approximate **date** the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present **incapacity**² if different):

b. Will it be necessary for the employee to take work only **intermittently** or to **work on a less than full schedule** as a result of the condition (including for treatment described in Item 6 below)?

If yes, give the probable duration:

c. If the condition is a **chronic condition** (condition #4) or **pregnancy**, state whether the patient is presently incapacitated² and the likely duration and frequency of **episodes of incapacity**²:

¹ Here and elsewhere on this form, the information sought relates **only** to the condition for which the employee is taking FMLA leave.

² "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

6. a. If additional **treatments** will be required for the condition, provide an estimate of the probable number of such treatments.

If the patient will be absent from work or other daily activities because of **treatment** on an **intermittent** or **part-time** basis, also provide an estimate of the probable number of and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:

b. If any of these treatments will be provided by **another provider of health services** (e.g., physical therapist), please state the nature of the treatments:

c. **If a regimen of continuing treatment** by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

7. a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** (including absences due to pregnancy or a chronic condition), is the employee **unable to perform work** of any kind?

b. If able to perform some work, is the employee **unable to perform any one or more of the essential functions of the employee's job** (the employee or the employer should supply you with information about the essential job functions)?
If yes, please list the essential functions the employee is unable to perform:

c. If neither a. nor b. applies, is it necessary for the employee to be **absent from work for treatment**?

8. a. If leave is required to **care for a family member** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation?

b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery?

c. If the patient will need care only **intermittently** or on a part-time basis, please indicate the probable **duration** of this need:

_____ Signature of Health Care Provider	_____ Type of Practice
_____ Address	_____ Telephone Number
_____	_____ Date

To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

Employee Signature

Date

A **"Serious Health Condition"** means an illness, injury impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity² or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

(a) A period of incapacity² of **more than three consecutive calendar days** (including any subsequent treatment or period of incapacity² relating to the same condition), that also involves:

- (1) **Treatment**³ **two or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (*e.g.*, physical therapist) under orders of, or on referral by, a health care provider; or
- (2) **Treatment** by a health care provider on **at least one occasion** which results in a **regimen of continuing treatment**⁴ under the supervision of the health care provider.

3. Pregnancy

Any period of incapacity due to **pregnancy**, or for **prenatal care**.

4. Chronic Conditions Requiring Treatments

A **chronic condition** which:

- (1) Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- (2) Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and
- (3) May cause **episodic** rather than a continuing period of incapacity² (*e.g.*, asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-term Conditions Requiring Supervision

A period of **Incapacity**² which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, or for a condition that **would likely result in a period of Incapacity² of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

This optional form may be used by employees to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 CFR 825.306).

Note: Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

³ Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

⁴ A regimen of continuing treatment includes, for example, a course of prescription medication (*e.g.*, an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

Public Burden Statement

We estimate that it will take an average of 20 minutes to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THIS OFFICE; IT GOES TO THE EMPLOYEE.

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Fort Bend Independent School District



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