

Fort Bend Independent School District

# FBISD Employee Handbook 2011-2012



National School District of Character



**FBISD**  
A Global Tomorrow

## 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 2011-2012 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 69,000 students. We have 74 schools, 14 support sites, and over 8,500 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 our children. Your contributions are both valued and appreciated.

Best wishes for a successful school year!

A handwritten signature in black ink that reads "Timothy R. Jenney". The signature is written in a cursive, flowing style.

Tim Jenney  
Superintendent

## TABLE OF CONTENTS

<b>I. Introduction</b>	3	Dress and Grooming	33
<b>II. Employee Acknowledgement Form</b>	4	Discrimination, Harassment, and Retaliation	33
<b>III. District Information</b>	5	Sexual Harassment	33
Board of Trustees	7	Alcohol & Drug Abuse Prevention	34
Senior Leadership Team	7	Reporting Suspected Child Abuse	34
School Calendar	8	Sexual Abuse and Maltreatment of Children	35
Department Directory	9	Fraud and Financial Impropriety	35
School Directory	11	Conflict of Interest	36
Equal Employment Opportunity	15	Gifts and Favors	36
<b>IV. Employment</b>	15	Nepotism	36
Job Vacancy Announcements	15	Associations and Political Activities	36
Employment After Retirement	15	Charitable Contributions	37
Contract and Non-Contract Employment	16	Safety	37
Certification and Licenses	16	Tobacco Use	37
Searches, Alcohol and Drug Testing	16	Criminal History Background Checks	37
First Aid, CPR and AED Certification	17	Employee Arrests and Convictions	37
Reassignments, Transfers and Reduction in Force	17	Possession of Firearms and Weapons	38
Workload and Work Schedules	17	Visitors in the Workplace	38
Notification to Parents Regarding Teacher Qualifications	18	Copyrighted Materials	38
Outside Employment and Tutoring	18	Technology Resources	38
Performance Evaluation	18	Employee Use of Electronic Media	38
Less-Than-Annual Appraisal of Teachers	19	Asbestos Management Plan	39
Employee Involvement	19	Pest Control Treatment	40
Staff Development	19	Health Requirements and Services: Communicable Diseases	40
<b>V. Compensation and Benefits</b>	19	<b>X. General Procedures</b>	40
Salaries, Wages and Stipends	19	Bad Weather Closing	40
Annualized Compensation	20	Emergencies	41
Paychecks	20	Purchasing Procedures	41
Payroll Deductions	20	Personnel Records	41
Overtime Compensation	21	Name and Address Changes	41
Travel Expense Reimbursement	21	Use of School Facilities	42
Group Health Insurance Benefits	21	<b>XI. Termination of Employment</b>	42
Supplemental Insurance Benefits	22	Resignations	42
Cafeteria Plan Benefits (Section 125)	22	Non-Contract Employees	42
Workers' Compensation Insurance	22	Dismissal or Non-Renewal of Contract Employees	42
Employee's use of District Vehicles	22	Dismissal of Non-Contract Employees	43
Unemployment Compensation Insurance	22	Exit Interviews and Procedures	43
Teacher Retirement	23	Reports to the State Board for Educator Certification	43
<b>VI. Leaves and Absences</b>	23	Reports Concerning Court-Ordered Withholding	43
AESOP System Quick Reference	28	<b>XII. Equal Educational Opportunities</b>	44
<b>VII. Employee Relations and Communications</b>	30	<b>XIII. Appendix</b>	45
Employee Recognition and Appreciation	30	Employee Grievance Form [DGBA (Exhibit)]	46
<b>VIII. Complaints and Grievances</b>	30	COBRA	47
<b>IX. Employee Conduct and Welfare</b>	31	Employee Acknowledgement of the Alliance Direct Contracting Program	49
Standards of Conduct	30	Fort Bend ISD Crime Stoppers	50

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

This handbook is neither a contract nor a substitute for the official District policy manual. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to, and a brief explanation of, District policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. *As the District provides updated policy information, it is the employee's responsibility to read and abide by the changes.*

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. District policies can be accessed online from the District home page. Copies of this handbook are located in school libraries, the principal's office, Legal Services, the Human Resources Department and the Fort Bend ISD home page Employment section.

**Employee Acknowledgment Form**

Name\_\_\_\_\_

Campus/Department\_\_\_\_\_

I hereby acknowledge my ability to access an electronic 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 the Human Resources Department 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, concerns, or need further explanation. I understand I may request a hard copy of the employee handbook.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

NOTE: You must sign two copies of this form, one for your records and one for your supervisor.

## District Information

### Fort Bend ISD Today

What began on April 18, 1959, as the consolidation of two small school districts, has grown today into the seventh largest public school district in Texas (out of 1,037). Fifty years ago, voters in the Missouri City and Sugar Land school districts made the decision to consolidate to ensure that their schools could offer students the best educational opportunities available. Today Fort Bend ISD carries on that mission.

### District Financial Recognitions and Awards

The District's Business and Finance staff has been presented several awards in past years that recognize Fort Bend ISD's sound financial reporting and budgeting practices.

- For the 12<sup>th</sup> consecutive year, Fort Bend ISD has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association, and the Certificate of Excellence in Financial Reporting Award by the Association of School Business Officials International.
- Fort Bend ISD is proud to have received a seventh 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.

### Accolades All Around!

Fort Bend ISD is the only school district in the nation to be named a winner in the **2011 National Schools of Character** program.

Other honors include:

- Fort Bend ISD has **50 National Merit Scholar Finalists for 2011**. To put that number in perspective, Fort Bend ISD has one of the highest percentages of National Merit Semifinalists among the larger school districts in Texas.
- *The Washington Post* ranks Clements, Austin, Kempner, Travis, Dulles and Elkins High Schools as six of the **Top 2011 High Schools in the Nation**. These schools represent the top 6 percent of all public high schools in the nation. Rankings are determined by a combination of their number of Advanced Placement, International Baccalaureate or Cambridge (AICE) tests given at the schools, compared to the number of graduating seniors.

- The National Association of Music Merchants Foundation recognized Fort Bend ISD as one of the **"2011 Best Communities for Music Education in America."**
- Clements High, Fort Settlement and Sartartia Middle, and Commonwealth and Walker Station Elementary Schools have been recognized as **2010 Texas Business and Education Coalition (TBEC) Honor Roll schools**. They are among only 254 of Texas schools that were honored for 2010, representing less than 4 percent of our state's public schools.
- The National Center for Educational Achievement recognized Fort Bend ISD for having 10 schools to make the **2010 NCEA Higher Performing Schools List**. NCEA's identification of Higher Performing Schools comprises fewer than 10 percent of schools in the state.
- Children at Risk evaluated and ranked 144 high schools, 265 middle schools, and 589 elementary schools in the Greater Houston area. Five Fort Bend ISD schools were recognized in the top **2011 Children at Risk Ranking** lists. They include Walker Station and Commonwealth Elementary, Fort Settlement and Sartartia Middle, and Clements High Schools.
- Last year, 3,361 Career and Technical Education students successfully **obtained industry certifications and licensures in 32 different areas** such as Microsoft Office Specialist, pro-Start (Culinary Arts), Automotive Service Technician, and Cosmetology. The number of certifications earned by our students represents a 118-percent increase in the number of industry certifications earned by CTE students last year.

### Solid Business and Community Support

Business 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, continue 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 our students be successful.

- **Business and community partners donated more than \$2.6 million** to educational programs, with in-kind donations and direct financial support in 2010-2011.
- Volunteers In Public Schools (VIPS) recorded more than **296,000 volunteer hours** in our schools last year. If you attach the rate of \$21.47 per hour (a rate established by the Independent



Sector), close to \$6 million in volunteer services were donated to assist students in just one year.

- Since its inception in 1992, The Fort Bend Education Foundation has awarded over \$3.2 million in grants to FBISD teachers and schools.
- **In 2010-2011, the Education Foundation awarded \$222,422 for classroom 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 district and is: 31.36% Black, 24.07% Hispanic, 22.38% White, 21.99% Asian/Pacific Islander and .20% Native American. As a multicultural school district, our students represent countries from around the world. More than 90 different dialects and languages are spoken by our students and their families.

#### **The Growth Continues!**

As one of the largest districts in Texas, Fort Bend ISD spans 170 square miles. Fort Bend ISD is located in the northeast part of Fort Bend County, just southwest of Houston and Harris County. The District maintains over 1,200 acres of land, 74 schools, and 13 other sites for administration, athletics, agriculture, and the Fort Bend ISD Police Department. The District encompasses the incorporated cities of Missouri City, Sugar Land, Arcola and Meadows Place, a small portion of Houston and Richmond, and the communities of Clodine, DeWalt, Rosharon, and Fresno.

To serve a growing population, Fort Bend ISD has 74 campuses (11 high schools, 14 middle schools, and 45 elementary campuses). To address various vocational interests and special learning needs, the District also has a Technical Education Center, M.R. Wood Center for Learning, Ferndell Henry Center for Learning, and Progressive High School.

In August 2011, the District opens James Bowie Middle School, the district's 14<sup>th</sup> middle school, located in Richmond, Texas.

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

#### **Board of Trustees**

Policies BA, BB series, BD series, and BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, employment

of the superintendent and other professional staff, and facilities.

Fort Bend ISD Board meetings occur 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 p.m. and are open to the public. Called meetings are scheduled on an as-needed basis, although Texas law allows 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 closed session.

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

The seven-member Fort Bend ISD Board of Trustees is comprised of local citizens who provide an important public service to the Fort Bend community, serving without compensation. In accordance with the Texas Elections Code, Fort Bend ISD calls Board elections for the second Saturday in May of each year. Trustees are elected to three-year terms on a rotating basis. Two are elected each year, one from each side of the District (Positions 1, 2, and 3 on the West, and Positions 5, 6, and 7 on the East). Also, every third year, the "at large" Position is elected. The seven members of our Board of Trustees are elected by, and represent, all residents of the District.

**Board Members**

Susan Hohnbaum ..... President  
Marilyn Glover ..... Vice President  
Jim Rice ..... Secretary  
Bruce Albright ..... Member  
Cynthia L. Gary ..... Member  
Sonal Bhuchar ..... Member  
Patsy Taylor ..... Member  
Dr. Timothy R. Jenney, Superintendent

**Senior Leadership Team**

**Assistant Superintendents for School Administration (DOSA)**

Michael McKie  
Rhonda McWilliams  
Dr. Marc Smith

**Chief Academic Officer**

Dr. Olwen Herron

**Chief Auxiliary Services Officer**

Benjamin Copeland

**Chief Communications Officer**

Mary Ann Simpson

**Chief Financial Officer**

Tracy Hoke

**Chief Human Resources Officer**

Dr. John Frossard

**Chief Information Officer**

Robert Calvert

**Chief Quality & Improvement Officer**

Dr. Kathryn LeRoy

**General Counsel**

Leila Feldman

**Executive Administrator for the Superintendent**

Lindsay Shephard





# 2011-2012 Calendar

## August

15, 17, 19 ..... Campus Professional Development  
 16 ..... Campus Professional Development/District Focus  
 18 ..... Teacher Work Day  
 22 ..... First Day of School

## September

5 ..... Holiday/Labor Day

## October

6 ..... Elem Parent Conf. & Early Release  
 14 ..... End of Nine Week Period

## November

23 - 25 ..... Holiday/Thanksgiving Break

## December

13 - 16 ..... Exams  
 15, 16 ..... Early Release - MS/HS students only  
 16 ..... End of First Semester  
 19 - 30 ..... Holiday/Winter Break

## January

2 ..... Campus Staff Development/Student Holiday  
 3 ..... First Day 2nd Semester  
 16 ..... Holiday/Martin L. King Day

## February

8 ..... Elem Parent Conf. & Early Release  
 20 ..... Holiday/President's Day

## March

12 - 16 ..... Holiday/Spring Break  
 23 ..... End of Nine Week Period

## April

6 ..... Holiday/Good Friday

## May

25, 29-31 ..... Exams  
 28 ..... Holiday/Memorial Day  
 30 ..... Early Release - MS/HS Students only  
 31 ..... Last Student Day  
 Early Release - All Students

## June

1 ..... Teacher Work Day  
 1, 2 ..... Graduation

## July

4 ..... Independence Day

- District Professional Development  
(14 hours of professional development to be completed on these days or between May 16 and December 16)
- Campus Professional Development Day
- Campus Professional Development/District Focus
- Parent Teacher Conference
- Holiday
- ▼ Teacher Work Day
- End of Nine Week Period
- ◆ First Day of Semester
- Last Day of Semester
- { } Exams
- ♣ Graduation

S	M	T	W	T	F	S
<b>August 2011</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	T	F	S
<b>February 2012</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

<b>September 2011</b>						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

<b>March 2012</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	[23]	24
25	26	27	28	29	30	31

<b>October 2011</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	[14]	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<b>April 2012</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

<b>November 2011</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

<b>May 2012</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	{25}
26	27	28	{29}	{30}	{31}	

<b>December 2011</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	{13}	{14}	{15}	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<b>June 2012</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<b>January 2012</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<b>July 2012</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

In the event that severe weather causes the closing of schools, and the school district is required to make up the missed day(s), the district will choose the most appropriate and timely day(s) from designated holidays to use as a make-up day(s).

## **DIRECTORY**

### **Superintendent**

Dr. Timothy R. Jenney, Superintendent  
Lindsay Shephard, Exec. Administrator - 41009  
Cindy Graham, Executive Assistant - 41008  
Dominga Salazar, Executive Assistant - 41007

### **Senior Leadership Team**

#### **Assistant Superintendents for School Administration (DOSA)**

Michael McKie  
Sue Marshall, Executive Assistant - 41025  
Rhonda McWilliams  
Brenda Melton, Executive Assistant - 41031  
Dr. Marc Smith  
Norma Perez, Executive Assistant - 41028

#### **Chief Academic Officer**

Dr. Olwen Herron  
Jayne Keyser, Executive Assistant – 41812

#### **Chief Auxiliary Services Officer**

Benjamin Copeland  
Evelyn Chisenhall, Executive Assistant – 41043

#### **Chief Communications Officer**

Mary Ann Simpson  
Karen Fontenet, Executive Assistant - 41104

#### **Chief Financial Officer**

Tracy Hoke  
Brenda Priess, Executive Assistant – 41163

#### **Chief Human Resources Officer**

Dr. John Frossard  
Vickie Tracy, Executive Assistant - 41056

#### **Chief Information Officer**

Robert Calvert  
Linda Canter, Executive Assistant – 41068

#### **Chief Quality & Improvement Officer**

Dr. Kathryn LeRoy  
Evelyn Chisenhall, Executive Assistant – 41043

#### **General Counsel**

Leila Feldman  
Janie Pena, Executive Assistant - 41275

#### **Executive Administrator for the Superintendent**

Lindsay Shephard - 41009

### **Alpha by Department**

#### **Accountability Director**

Dr. Jan Moore - 41244

#### **Accounts Payable Supervisor**

Hester Abadie - 41173

#### **Athletic Director**

Keith Kilgore -41900

#### **Budget Manager**

Sean Bogle - 41167

#### **Building Manager**

Gloria Nuñez - 41095

#### **Career & Technical Education Director**

Lamar Coleman - 41246

#### **Child Nutrition Director**

Gail Stotler – 41190

#### **Community Relations Director**

Nancy Porter – 41100

#### **Compensation Director**

Sheron Blaylock - 41285

#### **Curriculum Directors**

Michele Riggs (Elementary) – 41089  
Melissa Stadtfeld (Secondary) – 41250

#### **Design/Construction Director**

Sundaresh Kamath - 45525

#### **Educational Technology Director**

Lynette Meyer - 41099

#### **Extended Day Coordinator**

Michelle Amos – 44220

#### **Executive Director, Facilities & School Services**

Tim Castilaw - 45560

#### **Facilities Director**

William Browning – 45560

#### **Fine Arts Director**

James Drew – 41123

**Gifted & Talented and Academy Programs Director**

Jeanette Spain - 41129

**Human Resources Employee Services Director**

Cynthia Rincón – 41554

**Human Resources Staffing Director**

TBD – 41272

**Internal Audit Director**

Geri Lopez - 41409

**Legal Department- Attorney**

Pam Kaminsky - 41275

**Library/Media Services Coordinator**

Karen Paulus - 41265

**Organizational Development Director**

Beth Martinez - 41229

**Payroll & Benefits Coordinator**

Sonja Curtis - 41219

**Police Chief**

David Rider- 45500

**Print Shop Coordinator**

Matthew Herring - 41816

**Purchasing/Materials Management Director**

Michelle Leach - 41841

**Safe/Secure Schools Director**

Ernesto Rodriguez – 41797

**Special Education Director**

Dr. Dawn Carlson - 41143

**Special Programs Director**

Dr. Mary Jackson - 41135

**Student Support Services Director**

Dr. Bob Conlon - 41131

**Technical Support Services Director**

Arthur Allen - 41336

**Service Desk – 41300**

**Testing Director**

Thomas Negri – 41306

**Transportation Director**

David Davis – 41971

<b>FBISD 24-HOUR EMERGENCY HOTLINE (281) 634-5500</b>
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## **ELEMENTARY SCHOOLS**

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

### **Armstrong Elementary**

Joanna Hagler – Principal  
3440 Independence Blvd.  
Missouri City, TX 77459  
634-9410 Fax: 327-9409

### **Austin Parkway Elementary**

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

### **Barrington Place Elementary**

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

### **Blue Ridge Elementary**

Deirdre 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**

Valerie Maclin – 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 77479  
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**

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

### **Cornerstone Elementary**

Christopher Winans – Principal  
1800 Chatham Avenue  
Sugar Land, TX 77479  
634-6400 Fax: 372-6400

### **Drabek Elementary**

Pamela Brown – Principal  
11325 Lake Woodbridge Drive  
Sugar Land, TX 77498  
634-6570 Fax: 634-6572

### **Dulles Elementary**

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

### **Fleming Elementary**

Nancy Hummel – Principal  
14850 Bissonnet Street  
Houston, TX 77083  
634-4600 Fax: 634-4615

### **Glover Elementary**

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

### **Goodman Elementary**

Lisa Langston – Principal  
1100 West Sycamore  
Fresno, TX 77545  
634-5985 Fax: 634-6000

### **Heritage Rose Elementary**

Katina Brown – Principal  
636 Glendale Lakes Drive  
Rosharon, TX 77583  
327-5400 Fax: 327-5401

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

**Holley Elementary**  
Dee Knox – Principal  
16655 Bissonnet  
Houston, TX 77083  
634-3850 Fax: 327-3856

**Hunters Glen Elementary**  
Angela Dow – Principal  
695 Independence Blvd.  
Missouri City, TX 77489  
634-4640 Fax: 437-4656

**Jones Elementary**  
Robert Arena – Principal  
302 Martin Lane  
Missouri City, TX 77489  
634-4960 Fax: 634-4974

**Jordan Elementary**  
Alfred Holland – Principal  
17800 West Oaks Village Drive  
Richmond, TX 77407  
634-2800 Fax: 634-2801

**Lakeview Elementary**  
Maria Barrington – Principal  
314 Lakeview Drive  
Sugar Land, TX 77498  
634-4200 Fax: 634-4214

**Lantern Lane Elementary**  
Dr. Yvette Blake – 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. Terry-Ann Rodriguez - Principal  
7325 Clodine Reddick Road  
Houston, TX 77083  
634-4320 Fax: 634-4334

**Oakland Elementary**  
Lori Hoeffken – Principal  
4455 Waterside Estates Drive  
Richmond, TX 77406  
634-3730 Fax: 634-3738

**Oyster Creek Elementary**  
Joy Schwinger – Principal  
16425 Mellow Oaks Lane  
Sugar Land, TX 77498  
634-5910 Fax: 634-5925

**Palmer Elementary**  
Jaimie Geis – Principal  
4208 Crow Valley Drive  
Missouri City, TX 77459  
634-4760 Fax: 634-4773

**Parks Elementary**  
Christina Hopkins – Principal  
19101 Chimney Rock Road  
Fresno, TX 77545  
634-6390 Fax: 327-6390

**Pecan Grove Elementary**  
Ruth Cornett Riha – Principal  
3330 Old South Drive  
Richmond, TX 77406  
634-4800 Fax: 634-4814

**Quail Valley Elementary**  
Laura Ramirez – Principal  
3500 Quail Village Drive  
Missouri City, TX 77459  
634-5040 Fax: 634-5054

**Ridgegate Elementary**  
Lavanta Williams – Principal  
6015 W. Ridgecreek Drive  
Houston, TX 77053  
634-4840 Fax: 634-4855

**Ridgemont Elementary**  
Lita Skinner – Principal  
4910 Raven Ridge Drive  
Houston, TX 77053  
634-4880 Fax: 634-4896

**Scanlan Oaks Elementary**  
Pamela Browning – Principal  
9000 Camp Sienna Trail  
Missouri City, TX 77459  
634-3950 Fax: 634-3915

**Schiff Elementary**  
Mary Brewster – Principal  
7400 Discovery Lane  
Missouri City, TX 77459  
634-9450 Fax: 634-9449

**Seguin Elementary**  
Patricia Shoffit – Principal  
7817 Grand Mission Blvd.  
Richmond, TX 77407  
634-9850 Fax: 327-7029

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

**Sienna Crossing Elementary**  
Jeanna Sniffin – Principal  
10011 Steep Bank Trace  
Missouri City, TX 77459  
634-3680 Fax: 634- 3799

**Sugar Mill Elementary**  
Beth Graham – Principal  
13707 Jess Pirtle  
Sugar Land, TX 77498  
634-4440 Fax: 634-4459

**Townewest Elementary**  
Stephanie Houston – Principal  
13927 Old Richmond Road  
Sugar Land, TX 77498  
634-4480 Fax: 634-4494

**Walker Station Elementary**  
Ginger Carrabine – 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  
634-6870 Fax: 634-6880

**Bowie Middle School**  
Chris Morgan – Principal  
700 Plantation Drive  
Richmond, TX 77406  
327-6211 Fax:

**Crockett Middle School**  
TBD – Principal  
19001 Beechnut  
Richmond, TX 77407  
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**  
Jerrie Kammerman– Principal  
3225 Austin Parkway  
Sugar Land, TX 77479  
634-3240 Fax: 634-3267

**Fort Settlement Middle School**  
Julie Diaz – Principal  
5440 Elkins Road  
Sugar Land, TX 77479  
634-6440 Fax: 634-6456

**Garcia Middle School**  
Joseph Chandler – Principal  
18550 Old Richmond Road  
Sugar Land, TX 77478  
634-3160 Fax: 634-3166

**Hodges Bend Middle School**

Lillie Vega – Principal  
16510 Bissonnet  
Houston, TX 77083  
634-3000 Fax: 634-3028

**Lake Olympia Middle School**

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

**McAuliffe Middle School**

Vonda Washington – Principal  
16650 South Post Oak  
Houston, TX 77053  
634-3360 Fax: 634-3393

**Missouri City Middle School**

Dr. Margaret Patton – Principal  
202 Martin Lane  
Missouri City, TX 77489  
634-3440 Fax: 634-3473

**Quail Valley Middle School**

Thomas Heinly – Principal  
3019 FM 1092  
Missouri City, TX 77459  
634-3600 Fax: 634-3632

**Sartartia Middle School**

Tom Thompson – Principal  
8125 Homeward Way  
Sugar Land, TX 77479  
634-6310 Fax: 634-6373

**Sugar Land Middle School**

Lisa Padron – Principal  
321 Seventh Street  
Sugar Land, TX 77498  
634-3080 Fax: 634-3108

**HIGH SCHOOLS****Austin High School**

Mary Ellen Edge – Principal  
3434 Pheasant Creek Drive  
Sugar Land, TX 77498  
634-2000 Fax: 634-2074

**Bush High School**

Shirley Rose-Gilliam – Principal  
6707 FM 1464  
Richmond, TX 77407  
634-6060 Fax: 634-6066

**Clements High School**

TBD – 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**

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

**Kempner High School**

Dr. Anthony Indelicato – Principal  
14777 Voss Road  
Sugar Land, TX 77498  
634 2300 Fax: 634 2378

**Marshall High School**

Trevor Lemon – Principal  
1220 Buffalo Run  
Missouri City, TX 77489  
634-6630 Fax: 634-6650

**Ridge Point High School**

Tammy Edwards - Principal  
500 Waters Lake Blvd.  
Missouri City, TX 77459  
327-5200 Fax: 327-5201

**Travis High School**

Jeryl Jean Kyle – Principal  
11111 Harlem Road  
Richmond, TX 77406  
634-7000 Fax: 634-7010



**Willowridge High School**  
Lee Crews – Principal  
16301 Chimney Rock Road  
Houston, TX 77053  
634-2450 Fax: 634-2513

### **SPECIALIZED CAMPUSES**

**Progressive High School**  
James Soders – 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

**Ferdell Henry Center for Learning**  
George Michael Bolton – Principal  
7447 FM 521 Road  
Rosharon, Texas 77583  
327-6000 Fax: 327-6001

**M.R. Wood Center for Learning**  
Justo Robinson – Principal  
138 Avenue F  
Sugar Land, TX 77498  
634-3324 Fax: 634-3331

### **Equal Employment Opportunity**

Policies DAA, DIA

The Fort Bend Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, gender, sex, national origin, disability and/or age, military status, genetic information, or any other basis prohibited by law in educational programs or activities that it operates or in employment decisions. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact the following:

Title IX Coordinator: Keith Kilgore, Director of Athletics, at (281) 634-1901, or Dr. John Frossard, Chief Human Resources Officer, at (281) 634-1055.

Employees with questions or concerns about discrimination on the basis of disability should contact:

ADA/Section 504 Coordinators: Dr. Bob Conlon, Director of Student Support Services, at (281) 634-1130, or Dr. John Frossard, Chief Human Resources Officer, at (281) 634-1055.

All other concerns relating to discrimination for any of the reasons listed above should contact the Superintendent, Dr. Timothy Jenney, at (281) 634-1007.

General questions about the District should be directed to the Community Relations Department at (281) 634-1100.

### **Employment**

#### **Job Vacancy Announcements**

Policy DC (LOCAL)

Announcements of job vacancies are posted on a regular basis to the Fort Bend ISD website. When vacancies occur, position notices are also electronically sent to departments and campuses so that current staff members may be informed of advancement opportunities. Applicants must apply during the posting dates and submit all required documents as listed on the job posting. For information regarding current job opportunities, employees may access the Fort Bend ISD home page at [www.fortbendisd.com](http://www.fortbendisd.com).

#### **Employment after Retirement**

Policy DC (LEGAL)

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling (800) 223-8778 or (512) 542-6400. Information is also available on the TRS website at [www.trs.state.tx.us](http://www.trs.state.tx.us).

## Contract and Non-Contract Employment

Policy DC series

State law requires the District to employ nurses and individuals that serve in positions requiring a certificate from State Board for Educator Certification (SBEC), such as classroom teachers, principals, librarians, or counselors, under a 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 (TEC). 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. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three years (i.e., three one-year contracts), with an optional fourth year if the Board determines it is doubtful whether a term contract should be given.

**Term Contracts.** Full-time teachers, professionals, and administrators employed in positions requiring SBEC certification and nurses who have successfully completed the probationary period will be employed by 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. Employment policies may be accessed at [www.tasb.org/policy/pol/private/079907](http://www.tasb.org/policy/pol/private/079907).

**Non-certified Professional and Administrative Employees.** Employees in professional and administrative positions at the Director level and above, that do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the provisions for non-renewal or termination under the TEC.

**Paraprofessional and Auxiliary Employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term

and may be terminated at any time by either the employee or the District.

## Certification and Licenses

Policy DBA

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

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

## Searches and Alcohol/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 there is 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 for 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) and who operates a commercial motor vehicle is subject to drug and alcohol testing. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing

requirements if their job duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted:

1. when reasonable suspicion exists;
2. at random;
3. when an employee returns to duty after engaging in prohibited conduct; and
4. 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 to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements and detailed information on alcohol and drug abuse, and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Student Support Services at 281-634-1130.

### **First Aid, CPR, and AED Certification**

Policies DBA, DMA

Identified employees who are involved in physical activities for students must maintain and provide for the District proof of current certification in first aid, cardiopulmonary resuscitation (CPR), the use of automated external defibrillator (AED), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification.

### **Reassignments, Transfers, and Reduction in Force**

Policies DFF, DK

All personnel are subject to assignment and reassignment by the Superintendent or designee 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 contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. (In

exercising their authority to approve appointments and reassignments, principals shall work cooperatively with the Human Resources Department to ensure the efficient operation of the District as a whole). When reassignments are due to enrollment shifts or program changes, the Superintendent or designee 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 outlined in Policy DGBA (LOCAL).

Employees with the required qualifications for a position, in compliance with the requirements of the District transfer policy, and with at least two consecutive years of service at one location, 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 must submit the request within the designated posted timeline for voluntary transfers. When applicable, the voluntary transfer process and the transfer form may be found on the District's pipeline, under Human Resources. Requests for transfer during the school year outside of the posted timeline will not be considered. Additionally, the Superintendent may suspend voluntary transfers during a period of reduction in force or other identified exigencies.

A reduction in force may take place when the Board determines that a financial exigency or program change requires the discharge or non-renewal of one or more employees in accordance with Policy DFF (LOCAL). Such determination constitutes sufficient cause for discharge or non-renewal.

### **Workload and Work Schedules**

Policies DEA, DL

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

Classroom teachers are provided planning periods for instructional preparation and conferences. The schedule for planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and full-time librarians are entitled to a duty-free lunch

period of at least 30 minutes. The District may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at-will and will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary 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 to Parents Regarding Teacher Qualifications**

Policies DBA, DK

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 teachers. NCLB also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not "highly qualified."

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving on an emergency permit, (individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

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

### **Outside Employment and Tutoring**

Policy DBD

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

Teachers shall not tutor their own students for pay, except during the summer months.

## **Performance Evaluation**

Policies DN series

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. Employees will participate in the evaluation process with their assigned supervisor at least annually, except for teachers who meet the criteria for less than annual evaluations outlined below. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda also can be used to document job performance. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

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. All employees shall receive a copy of their annual written evaluation.

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.

The annual appraisal of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS). The District shall establish an appraisal calendar each year. All formal classroom observations of teachers shall be scheduled by date and time. Informal classroom observations may occur at any 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.

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

### **Less-Than-Annual Appraisal of Teachers**

To be eligible for less-than-annual appraisal, 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 of 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.

During this less-than-annual appraisal period, the teacher will complete and submit the PDAS teacher self-reports Parts I-III, as well as receive a summative appraisal consisting of at least domains V-VIII.

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.

### **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 influence the instructional effectiveness of the District. As part of the District’s planning and decision-making process, employees may 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 auxiliary employees enhance their knowledge and skills through workshops based upon assessed needs.

## **Compensation and Benefits**

### **Salaries, Wages and Stipends**

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and an established pay structure. The District’s pay plans are reviewed by the administration each year and adjusted as needed. The Superintendent or designee, within guidelines set out in federal regulations, shall determine the classification of positions of 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 semi-monthly salaries. Paraprofessionals are generally classified as nonexempt and are paid semi-monthly salaries. Hourly employees (such as bus drivers, cafeteria workers, Extended Day staff, custodians, maintenance workers, and crossing guards, etc.) are generally classified as nonexempt and are paid only for the hours they work.

Supervisors of nonexempt employees shall ensure an agreement or understanding with the employees regarding the form of compensation for overtime prior to the performance of the work. 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.

The Board of Trustees establishes salaries of all employees. All employees will receive written notification of their salary after the Board has adopted the budget for the fiscal 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, or designee, will determine placement and advancement of employees on the professional administrative salary schedules.

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

A certified teacher aide who receives certification as a teacher or was placed on a permit during or after the 2004-2005 contractual year may receive credit for up to two years of teacher aide experience.

**Annualized Compensation**

Policy DEA

The District pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal bi-monthly payments. An employee who separates from service before the last day of instruction or retires under TRS, will receive in his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees who separate after the last day of instruction will continue to receive paychecks through the end of the summer. Hourly employees (bus drivers, cafeteria workers, Extended Day staff, custodians, and crossing guards) are paid only for the hours they work.

**Paychecks**

Ten-month employees, including teachers, are paid over 12 months of employment equal to 24 pay periods. Additionally, first year teachers with the District will receive 25 pay periods, beginning with the August 31 pay date. Employees on 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. Paychecks are mailed to the address on file the day before payday. Employees who receive an actual check for payment of wages must wait seven days

from the date the paycheck is mailed before requesting a replacement check.

The schedule of pay dates for the 2011-2012 school year is as follows:

**Checks**

August 31	March 15
September 15	March 31
September 30	April 13
October 14	April 30
October 31	May 15
November 15	May 31
November 30	June 15
December 15	June 29
December 30	July 13
January 13	July 31
January 31	August 15
February 15	August 31
February 29	

**Automatic Payroll Deposit.** Employees hired as of July 1, 2010, are required to participate in mandatory direct deposit. The District offers all other employees automatic payroll deposits as well. Employees may have paychecks electronically deposited (“direct deposit”) 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. Direct deposit forms are available in the Payroll Office located in the Administration Building, Room 217. In order to complete the employment process, employees must submit a completed direct deposit authorization. When activating or changing a direct deposit, a pre-notification period is required to insure all bank information has been submitted and processed correctly. Direct deposits are 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, employees should not schedule drafts on the same day as a pay date. Final paychecks for employees who separate from service before the last day of instruction will not be automatically deposited. Contact the Payroll Department at (281) 634-1221 for more information about direct deposit.

**Payroll Deductions**

Policy CFEA

Automatic payroll deductions for the Texas 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, but are not limited to:

- Deductions for the employee's share of premiums for health, dental, life, and vision insurance;
- Annuities;
- Texas Prepaid Higher Education;
- Savings and loan payments through Brazos Valley Schools Credit Union;
- Membership dues to professional organizations;
- Contributions to charitable organizations (e.g., 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. Nonexempt employees who must work beyond their normal schedule but less than 40 hours per week will earn compensatory time. Nonexempt 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 12:00 a.m. Monday and ends at 11:59 p.m. 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 must use accrued compensatory time within the next pay period. Any request to delay the use of compensatory time beyond the next pay period must be submitted to the Superintendent or designee for approval.
- Compensatory time may be taken at the employee's request with supervisor approval as

workload permits, or at the supervisor's direction.

- An employee may be required to use compensatory time before using available paid leave (e.g., sick, personal, non-duty).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- Nonexempt employees may not volunteer 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 the Human Resources Compensation Department. It is the practice of the District for any correction to be limited to the current fiscal year, which is from July 1st through June 30th.

### **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 all active employees employed 20 or more hours per week.

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 their start date. Benefits are effective the first day of the month following the employee's hire date. Current employees can make changes in their insurance coverage during annual open enrollment or if they have an IRS qualifying event. Employees should



contact the Benefits Department, (281) 634-1418, for more information.

### **Supplemental Insurance Benefits**

Policy CRD

At their own expense, employees may enroll in other supplemental insurance programs that may include, but are not limited to, dental, vision, legal, and additional life insurance. Premiums for these programs are paid by payroll deduction. Employees should contact the Benefits Department, (281) 634-1418, for more information.

### **Cafeteria Plan Benefits (Section 125)**

Employees are eligible to participate in the Cafeteria Plan (Section 125). Section 125 of the Internal Revenue Code enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, health care and dependent care reimbursement, dental and vision. Premiums are deducted from an employee's salary before federal income tax is calculated. This could result in higher take-home pay. A third-party administrator handles employee claims made on these accounts.

### **Workers' Compensation Insurance**

Policy CRE

In accordance with state law, the District provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Workers' Compensation 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 illnesses or injuries must be reported immediately to the supervisors. 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.

Employees are required to choose a treating doctor from the Alliance provider list. This is required for the employee to receive coverage of healthcare costs for the work-related injury. A provider listing is available through the Alliance website at [www.pswca.org](http://www.pswca.org) and a link to that site is also contained on the Fund's website at [www.tasbrmf.org](http://www.tasbrmf.org). It identifies providers who are taking new patients. A copy of the Alliance Acknowledgement form is included in the Appendix.

An employee unable to work due to a work-related illness or injury may elect to use sick leave or any other available leave benefits while recovering. If an employee elects to use paid leave benefits, workers'

compensation wage benefits will begin when the requested leave is exhausted. Employees with questions about Workers' Compensation should contact the Risk Management Department at (281) 634-1418 or the Texas Workers' Compensation Commission at 1-800-452-9595.

### **Employee's Use of District Vehicles**

Policy CNB

**No Nonschool Use.** The District prohibits the use of District vehicles for nonschool purposes.

**No Personal Use.** Personal use of District vehicles other than for normal commuting purposes is not permitted. Commuting shall be defined as traveling from the employee's home to the employee's work location or business meeting location and returning home at the end of the business day. An employee transporting his or her children or family members to and from school, daycare, or a spouse's place of employment is not considered a part of normal commuting and is therefore prohibited. Violations of this policy shall be subject to disciplinary measures that may include termination in accordance with appropriate policies.

**Motor Vehicle Record.** Prior to utilizing or renting a vehicle on behalf of the District and employee's Motor Vehicle Record (MVR) must be approved by authorized District personnel.

**Insurance Considerations.** 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 must 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 Workers' Compensation. Maintaining a current auto insurance policy is a matter of law and the District expects that any individual who may be required to drive his/her personal vehicle for District purposes abides by this law.

### **Unemployment Compensation Insurance**

Policy CRF

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

unemployment benefits should contact the Texas Work Force Commission 1-800-832-2829.

## Teacher Retirement

Employees who serve on a regular basis for at least four and one-half months are members of 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 provide their immediate supervisor and Human Resources a 30-day notice. 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](http://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

Policies DEC, DECA, DECB

Forms

[www.fortbendisd.com/personnel/LeavInfo.htm](http://www.fortbendisd.com/personnel/LeavInfo.htm)

The District offers employees various leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees with personal needs requiring an extended leave of absence should call the Human Resources Leaves Office for leave options.

Employees must follow District and department or campus procedures to report and/or request a leave of absence and complete the appropriate leave request form. Any employee who reasonably expects to be away from work more than three 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. Full time employees absent or anticipating being absent more than five work days, are required to submit an application for District leave. Employees must provide a Certification of Health Care Provider form within fifteen calendar days of the last day worked or as soon as practicable.

**Use of Leave.** Leave must be taken in a minimum of half-day increments. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour increments. Earned compensatory time must be exhausted prior to requesting any available paid state and local leave, if applicable. An employee may not choose to be docked in lieu of use of available paid leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

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

At the beginning of the school year or employment period, an employee 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 will result in prorated amounts for the year. The leave allowance shall be prorated on the basis of time served if an employee resigns or ceases to be employed before the end of the school year. 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 local sick leave and state personal leave.

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

**Neutral Absence Control Policy.** An employee who is absent from duty for three consecutive days without notifying the immediate supervisor of his or her status and the anticipated date of return shall be dismissed from employment. See Board Policy DCD and DF series.

**Personal Leave.** All full-time employees who are employed twenty hours or more per week earn state personal leave at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually. Unused earned personal state days can be transferred to other Texas school districts and is generally transferable to education service centers.

Requests for use of personal leave must be submitted to the principal or department director/supervisor as soon as practicable, but no later than five days prior to the anticipated absence. State (STPB) and local (LPL) leave may not be taken for more than three consecutive days except in extenuating circumstances and with the approval of the Superintendent or designee. No more than a total of ten 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). All requests for changes on set absences must be made within 30 days of the absence. The request must be made, in writing, with supervisor approval to the employee's campus/department absence verifier.

Personal leave shall not be allowed in the following circumstances without Cabinet member approval: 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, and the last teacher workday of the school year. If the principal/supervisor determines the employee's presence is critical to the instructional program or the operation of the school/department, discretionary leave may be denied.

No more than ten percent of the total staff of a school or department that exceeds ten people may be on personal leave at the same time.

**Non-Discretionary Leave.** Leave may be used for the following reasons only:

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

This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave. Salaried employees are required to report their absences to Aesop. Hourly

employees shall follow procedures for their specific department/campus.

**Non-Duty Days.** Twelve-month employees will have a varying number of non-duty days each year. Employees are not paid for these days. Employees who leave the District before the end of their work calendar or take an extended leave will not earn non-duty days. Employees hired after the beginning of their work calendar may not be entitled to non-duty days. If non-duty days have been used, contact the Compensation Department at (281) 634-1454. Non-duty days may not be substituted for holidays such as July 4<sup>th</sup>, Spring Break, and Winter Break. Extension of holidays through use of non-duty days must be approved by the supervisor. Non-duty days should be used by the end of the contract year in which they are earned but may be carried through to October 31 of the following year. 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 Absence form (DEC-E-1) and are to be reported to Aesop.

**State Sick Leave.** State sick leave earned before 1995 is available for use and may be transferred to other school districts in Texas.

Accumulated state sick leave may be used for the following reasons only:

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

**Local Sick Leave.** All regular employees who are employed 20 hours or more per week earn local sick leave at the rate of one-half work day for each 18 workdays of employment up to a maximum of five workdays annually.

Local 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
- Childcare or adoption of a child

- Active military service

Salaried employees are required to report their absences to Aesop.

**Family and Medical Leave (FML) Eligibility.**

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 FML. Eligible employees can take up to 12 weeks of leave, 26 weeks if applicable, in the 12-month period measured forward from the date FML begins. FML may be taken 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
- A qualifying exigency resulting from active military service of a spouse, child, or parent
- Short notice deployment
- Military events and related actions
- Post deployment activities

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

**Requests for FML.** When the need for FML is foreseeable, employees must provide 30-day advance notice to the District. When the need for leave is not foreseeable, employees must notify their supervisor as soon as possible. Employees shall be required to provide one or more of 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 at 30-day intervals
- Periodic reports during the leave regarding the employee’s status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee’s ability to return to work
- Certification of the need for family military leave

Employees requiring FML should contact the Human Resource Leaves Office for details on eligibility, requirements, and limitations.

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

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

**Continuation of Benefits and Job Restoration.** While on FML, the District will continue to pay its share of the health insurance premiums on employees participating in the District’s health insurance program. Employees are still responsible for paying their share of the premiums and for verifying the continuation of all insurance and benefit coverage. As a courtesy, FBISD will bill employees for the benefits chosen in the event that there is an interruption in their pay. Failure to maintain premiums current will result in termination of benefits. Employees able to return to work that choose not to do so, may be liable for repayment of the portion of the insurance premiums paid by the District during the leave. Contact the Benefits Department at (281) 634-1418 for more information.

Eligible employees are entitled to return to their previous job or a comparable job at the end of their FML 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.

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, compensatory time, and absences due to work-related illness or injury.

The District will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**Intermittent Leave.** An eligible employee, other than an instructional employee, may take FML 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

An eligible instructional employee who requests leave to care for a spouse, parent, or child or because of his or her own serious health condition that is foreseeable based on planned medical treatment and who would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, may be required to choose either to:

- Take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- Transfer temporarily to an available alternative position offered by the District for which the teacher is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the teacher's regular employment position.

"Instructional employees" are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instruction, nor does it include personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

**Catastrophic Illness or Injury.** A catastrophic illness or injury is an acute or prolonged illness or injury that is considered life-threatening with the threat of serious residual disability which results in the individual's inability to work. Complications resulting from pregnancy shall be treated the same as any other condition.

**Catastrophic Leave Benefit.** Full-time employees diagnosed with a catastrophic illness who are on approved FMLA and who have exhausted all other forms of paid leave may apply for 30 days of paid catastrophic leave annually to a lifetime maximum of 60 days per employee. Additional information regarding this benefit may be found on the District website.

**Unpaid Personal Leave.** A full-time employee may apply for an unpaid personal leave of absence for up to 60 calendar days for personal reasons. The employee shall indicate the beginning and ending dates of the requested leave. An employee who wishes to apply for unpaid personal leave shall notify the Chief Human Resources Officer, in writing, of his or her intention and shall provide the Chief Human Resources Officer sufficient information to evaluate the request. Salaried employees are required to report their absences to Aesop. Hourly employees shall follow procedures for their specific department/campus.

Employees participating in the District's health insurance program will be responsible for paying the entire premiums for health insurance while on unpaid personal leave. As a courtesy, FBISD will bill employees for the benefits chosen. Employees are responsible for verifying the continuation of all insurance and benefit coverage. Failure to keep premiums current will result in termination of benefits. Contact the Benefits Department at (281) 634-1418 for more information.

An employee who is absent from work without prior approval for unpaid personal leave may be subject to disciplinary action up to and including termination of employment.

Upon return from leave, attempts will be made to place the employee in a comparable position. There is no assurance the employee will be given the same assignment held prior to taking leave.

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

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and indicating a probable date of return. Medical certification forms must be submitted to the Human Resources Department if the employee will be out more than five days. If disability leave is approved, the length of leave is no longer than 180 calendar days. Employees are required to report their absences to Aesop. 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 must 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. Certified employees returning from leave will be reinstated where they were previously assigned, if a position is available. If not, the employee may be placed in a comparable position. If a position is not available before the end of the school year, the employee will be reinstated at the beginning of the following school year in a comparable position in the District.

Employees participating in the District's health insurance program that have exhausted all accumulated personal and sick leave days, will be responsible for paying the entire premiums for health insurance while on temporary disability leave. As a courtesy, FBISD will bill employees for the benefits chosen. Employees are responsible for verifying the continuation of all insurance and benefits coverage. Failure to keep premiums current will result in termination of benefits. Contact the Benefits Department at (281) 634-1418 for more information.

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

An employee absent because of a job-related injury or illness shall be assigned to family medical leave, temporary disability leave, or unpaid personal leave as applicable. An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to:

1. Receive workers' compensation wage benefits; or
2. Use available paid leave.

Workers' compensation wage benefits shall begin when requested paid leave is exhausted.

**Assault Leave.** Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault on the 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 leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of the employee, the District will immediately assign the employee to assault leave. Days of leave granted as assault leave will not be deducted from accrued personal leave 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 reduced if accrued paid leave is not available. Principal/Supervisor or designee is required to contact the Compensation Department at 281-634-1281 to report assaulted employee's absences.

**Restricted Duty.** If a physician recommends restricted duty, the District may approve the employee's return to duty subject to the availability of a position allowing designated restrictions. An employee assigned to restricted duty who is not on FML and who refuses to accept the assignment may be subject to termination of his or her employment. Notwithstanding anything to the contrary here, if the employee has a disability as that term is defined under the Americans with Disabilities Act (ADA) or the Texas Commission on Human Rights Act (TCHRA), the District's policies under the ADA and/or the TCHRA as applicable, shall apply.

**Bereavement.** 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. Salaried employees are required to report their absences to Aesop. Hourly employees shall follow procedures for their specific department/campus.

**Jury Duty.** Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service to their immediate supervisor. The employee will be allowed to retain any compensation they receive. Salaried employees are required to report their absences to Aesop. Hourly employees shall

follow procedures for their specific department/campus.

**Other Court Appearances.** Employees will be paid while on leave (if available) to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding other than personal legal matters and will not be required to use personal leave. Absences for court appearances related to an employee's personal business must be taken as personal leave or unpaid leave in the event that leave is not available. Employees may be required to submit documentation of their need for leave for court appearances. Salaried employees are required to report their absences to Aesop. Hourly employees shall follow procedures for their specific department/campus.

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, a reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue team, is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each federal fiscal year (October 1 – September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. These employees shall be entitled to certain reemployment rights under the Uniformed Services Employment and Reemployment Rights Act of 1991 (USERRA) if:

- The employee has given advance written notice (unless notice is precluded by military necessity or is otherwise unreasonable or impossible);
- The cumulative length of the absence and of all previous absences from a position of employment with the District does not exceed five years; and
- 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.

Reemployment is not required if:

- The District's circumstances have so changed as to make reemployment impossible or unreasonable;
- Reemployment would impose an undue hardship on the District; or
- The employee was in a position for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.

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

**Developmental Leave.** A professional employee who has served the District at least five years may apply for a full or half year's academic unpaid leave of absence for approved study as a full-time student in a college or university. The request shall be filed with the Chief Human Resources Officer. Official transcripts reflecting enrollment as a full-time student shall be presented prior to return to active employment.

**Reimbursement for Unused Local Leave.** Employees who retire in accordance with TRS guidelines after ten or more continuous years in the District shall be paid for up to 150 days of unused local leave as follows:

- Professional employees - \$75 per day
- Paraprofessional and auxiliary employees – \$50 per day.

Beneficiaries of employees who die prior to retirement shall be paid up to 150 days of accrued leave at the rates listed above.

## **FORT BEND ISD EMPLOYEE QUICK REFERENCE**

**Aesop Phone Number: 1-800-942-3767**

**Aesop Website: [www.aesopeducation.com](http://www.aesopeducation.com)**

**HR Sub Office Phone Number                    281-634-3103**

### **Website Instructions to Create an Absence**

**IMPORTANT:** DO NOT press the "back" arrow button when creating your absence, doing this can cause errors. Instead always click on the Save or Cancel button when leaving the absence creation process.

1. Log onto Aesop
2. Enter your Aesop ID (phone# with area code)



3. Enter your PIN, Click on Log In  
Forgot your PIN? Click on the Need Help button
4. Click on Create an Absence
5. Enter absence Start and End dates
6. For weekend absences only(enter a checkmark on those days) otherwise leave checks alone
7. Choose the Absence Reason Type
8. Choose if Substitute is required
9. Enter an Absence Type
10. Specify AM, PM, or full day
11. Click on Next
12. Verify all information
13. Enter any notes for the substitute in the Notes to Substitute box (optional). Substitutes can view these notes before they accept an assignment.
14. Enter any notes for the administrator in the Notes to the Administrator box (optional).
15. Finalize the absence by clicking on the Save Button or Save and Assign Button.

**Save button** – Aesop will find a substitute  
**Save and Assign button** – Choose a substitute to assign to the absence from the list and click on the Assign link. Choosing this button indicates that you have PREARRANGED with the substitute which you are assigning to the absence. Aesop will not contact subs to notify them if they have been PREARRANGED for an absence.

Note: Aesop will give you a confirmation number when the absence creation is complete.

To make changes, click on the **Edit/Delete button**.

**To cancel an absence** once it has been created, simply go to the Aesop Homepage.

1. Access your schedule by either clicking the day you are scheduled to work on Interactive Calendar, or by clicking the View My Schedule link located on the Menu.
2. If you click on the trash can, under the assignment you wish to cancel, a warning message will appear: "Are you sure you want to cancel this absence?" Click OK to cancel.
3. The cancelled absence will no longer appear on your calendar or on your list of upcoming assignments. If a substitute previously accepted the assignment, the system will notify the substitute he/she are no longer needed.

For information on how to set up Preferred Substitutes, please review the User's Guide online.

### Phone Instructions

1. Call the Aesop Phone system at 1-800-942-3767
2. Enter your Aesop ID number followed by the pound (#) key
3. Enter your Pin number followed by the pound (#) key

### Press 1

#### To create an absence:

1. Select the start date
  - a. Today, press 1
  - b. Tomorrow, press 2
  - c. Another day, press 3
  - d. Monday, press 4
  - e. If option 3 is selected, then Aesop will prompt you to enter the DAY OF THE MONTH follow by the pound (#) key
2. Enter the number of days
3. Enter the start and end times
  - a. For a full day, press 1
  - b. For a half day in the AM, press 2
  - c. For a half day in the PM, press 3
4. Select an absence reason
  - a. Local Sick, press 1
  - b. Local Personal, press 2
  - c. State Personal, press 3
  - d. State Sick, press 4
  - e. Non-Duty, press 5
  - f. Military Duty, press 6
  - g. Jury Duty, press 7
  - h. School Business – Sponsoring, press 8
  - i. School Business – Professional Development, press 9
  - j. School Business Other/Professional, press 10
5. Confirm absence information
  - a. If correct, press 1
  - b. To re-enter, press 2
  - c. The cancel, press 3
6. For a multiple day absence
  - a. Enter the day of the month followed by the pound sign (#)
  - b. Aesop will ask the following:
    - i. if the details are the same as the previous date, press 1
    - ii. to change the details, press 2
    - iii. to change all the details, press 3
7. Save your absence
8. If you want to select a specific sub to assign to the absence, press 1 – It is YOUR responsibility to contact the sub to ensure he/she is willing to accept this absence PRIOR to assigning. You will need the subs full 10 digit phone number, if you select this option.

If you want Aesop to assign a sub, press 2. Subs on your preferred list will be notified first.

When you have successfully created an absence, Aesop will play back the confirmation number.

**Press 2 (Inactivated) This option is not available.**

**Press 3**

**To review or cancel an upcoming absence by phone:**

Aesop will read off all absence details:

- a. To hear this again, press 2
- b. To cancel this absence, press 3
- c. To listen to the next absence, press 4
- d. To return to the main menu, press 5

**Press 4**

**To review or cancel a specific absence by phone:**

1. Enter the confirmation number followed by the pound (#) key.
2. Aesop will read off the absence details
  - a. To hear it again, press 1
  - b. To cancel this absence, press 2
  - c. To return to the previous menu, press 5

**Press 5**

**To review or change your personal information by phone:**

1. To review or change the recording of your name and title, press 1
2. To change your Pin number, press 2
3. To change your phone number, press 3
4. To return to the previous menu, press \*

**Points of interest when accessing Aesop by phone:**

- If Aesop prompts you, you will need to create a voice recording. This should include only your name and title:
  - Name (First and Last Name)
  - Title (Grade Level and/or Subject Matter)
- You can create an absence up to one month in advance on the phone.
- In the review menu, if a substitute has accepted your absence, Aesop will read off his/ her name.
- If you work at multiple school locations, please refer to the Employee Web guide for detailed instructions.
- Pressing the star (\*) key will always take you back one menu level anywhere in the phone system.
- Aesop calls substitutes from 5:00 AM to Noon for current jobs and 5:30 to 9:30 PM for future jobs.

## 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 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:

- E-News: Employee Newsletter
- Great News from Fort Bend ISD: Community Newsletter
- E-briefs: School Board meeting summary
- Press Releases: Distributed regularly 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 grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator.

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

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal grievance process by timely filing a written complaint form. A copy of the grievance form is included at the end of this handbook.

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 may bring grievances to the Board of Trustees. The

District's policy concerning the process of bringing complaints and grievances is found in Board policy DGBA (LOCAL).

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

## 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.
- Express concerns, complaints, or criticisms through the appropriate channels. [See DGBA]
- Know and comply with department and District procedures and policies.
- Be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District.
- Adhere to the standards of conduct set out in the "Educators' Code of Ethics." [See DH (EXHIBIT)]
- Refrain from engaging in prohibited harassment, including sexual harassment of other employees and students, as defined in District policies DIA and FFH. [See FFG regarding child abuse and neglect]
- Refrain from forming romantic or other inappropriate social relationships with students. Employees shall not send text messages or make phone calls to students. An exception may be made if the call/message is directly related to a school-sponsored activity that the employee sponsors/supervises.
- Refrain from using tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]
- Refrain from manufacturing, distributing, dispensing, possessing, using, or being under the influence of any prohibited substance during working hours while at school or at school-related activities during or outside of usual working hours. [See DHE]
- Immediately report, in writing, to the District's General Counsel, any criminal charge(s) brought against the employee, the disposition of the charge(s), and any adverse adjudication received

by the employee for a felony offense or a misdemeanor involving moral turpitude.

- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Report to work according to the assigned schedule.
- Notify immediate supervisor as early as possible (preferably in advance) in the event of being absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Use District time, funds, and property for authorized District business and activities only.

All District employees are expected to perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Certain misconduct by educators, including having a criminal record, must be reported to State Board for Educator Certification.

All employees, as public servants, must follow the *Educators' Code of Ethics*, which is reprinted below:

### Educators' Code of Ethics

**Purpose and Scope.** The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

### Enforceable Standards

#### 1. Professional Ethical Conduct, Practices, and Performance

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State

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

**Standard 1.2** The educator shall not 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 personal or partisan advantage.

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

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

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

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

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

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

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

**Standard 1.12** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

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

## **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

## **3. Ethical Conduct toward Students**

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

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

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

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

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

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

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social

network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## **Dress and Grooming**

Policy DH

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. Inappropriate attire is any item that causes a distraction to other employees/students, or creates an unsafe environment. This includes, but is not limited to, low-cut blouses, clothing that exposes the navel, short dresses, unusual hair colorings, visible tattoos, nose rings, and other pierced body parts (except ears).

## **Discrimination, Harassment, and Retaliation**

Policies DH, DIA

Harassment of a co-worker or student motivated by race, color, religion, national origin, disability, age or gender is a form of discrimination and is prohibited by law. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

The term harassment includes 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 discriminated or retaliated against, or harassed are encouraged to

promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint, the employee shall report the complaint directly to the Superintendent. A complaint against the Superintendent may be made directly to the Board. 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 Grievances*). 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. Additional information is available in Board Policy DIA (LOCAL).

## **Sexual Harassment**

Policies DH, DF, DIA, 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, nonverbal, 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 is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, or the Title IX Coordinator, who is the Chief Human Resources Officer. 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 or inappropriate social relationships between District employees and students are strictly prohibited. Solicitation of a romantic relationship means deliberate or repeated acts that can be reasonably interpreted as soliciting an inappropriate relationship characterized by an ardent emotional attachment or pattern of exclusivity. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Telephoning/texting students at home or elsewhere (unless directly related to a school activity) 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.

Sexual abuse of a student by an employee is strictly prohibited. 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 administration. Failure to report will result in disciplinary action. All allegations of sexual harassment or sexual abuse of a student by an employee or an adult will be reported to the student's parent and promptly investigated. Conduct that may be characterized as child abuse must 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 Chief Human Resources Officer. For additional information, see Board Policies DF (LEGAL) and FFH (LOCAL).

### **Alcohol and Drug Abuse Prevention**

Policies DH, DHE, DI

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

Employees shall not 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.

If a supervisor has reason to believe an employee is involved in work-related misconduct related to drugs or alcohol, the employee will be immediately removed from duty and required to submit to a drug and/or alcohol test. An employee need not be legally intoxicated to be considered "under the influence" of one of these items.

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. Information on available rehabilitation or employee assistance programs and contracts shall be posted throughout the workplace.

### **Reporting Suspected Child Abuse**

Policies DF, DG, DH, FFG, GRA

All employees are required by law to report any suspected child abuse or neglect to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

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

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.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the 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 agency. 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 duty to report to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited. 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.

**Sexual Abuse and Maltreatment of Children.** The District has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at

[http://pipeline/staff\\_annual\\_training/home\\_files/slides/e0001.htm](http://pipeline/staff_annual_training/home_files/slides/e0001.htm). As an employee, it is important to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

### **Fraud and Financial Impropriety** Policy CAA

All employees are expected to 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 work 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 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; or
- Non-school employment.

## **Gifts and Favors**

### Policy DBD

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

## **Nepotism**

### Policy DBE

Persons in a supervisory position shall avoid all appearances of impropriety and not directly or indirectly supervise a relative or person who resides in their household.

An applicant, whether internal or external, shall not be hired by the District in any full-time, part-time, or temporary position when the applicant would directly or indirectly be supervised, or be supervisory to, a current District employee who is related to the applicant within the third degree of consanguinity or second degree of affinity, as defined by the state nepotism statutes.

For the purpose of this policy, direct or indirect supervision exists when the applicant or the current employee would, under an existing policy or procedure, be required to approve an employment action or would have authority over terms or conditions of employment of the other.

When a person in a supervisory position who would directly or indirectly be supervised by, or be supervisory to, a current employee through marriage or who is related to the supervised employee within the third degree of consanguinity or second degree of affinity, as defined below, one of the parties shall be transferred to another position within the District for which he or she is qualified as soon as such a position is available.

The consequences for an individual who fails to report to the appropriate supervisor a relationship of the first, second, or third degree of consanguinity shall result in discipline up to and including termination.

No employee shall initiate or participate in, directly or indirectly, decisions involving a direct benefit to members of his or her immediate family or household. Household shall include individuals regularly sharing the employee's residence.

An individual's relatives within the third degree by consanguinity are the individual's:

1. Parent or child (first degree);
2. Brother, sister, grandparent, or grandchild (second degree); and
3. Great-grandparent, great-grandchild, aunt or uncle (who is a sibling of a parent of the person), nephew or niece (who is a child of a brother or sister of the person) (third degree).

Affinity refers to a relationship created by marriage. Two individuals are related by affinity if they are married to each other or if the spouse of one of the individuals is a blood relative of the other. An individual's relatives within the second degree by affinity are:

1. Anyone related by consanguinity to the individual's spouse within the first or second degrees; or
2. The spouse of anyone related to the individual by consanguinity within the first or second degrees.

## **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 use of District resources including work time for political activities is prohibited.

### **Charitable Contributions**

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund-raiser or attending a meeting called for the purpose of soliciting charitable contributions

### **Safety**

Policy CK Series

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. 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, FNCD, GKA

State law prohibits smoking or using tobacco products 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 or using tobacco products while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

### **Criminal History Background Checks**

Policy DBAA

Employees, including substitutes and student teachers, will be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

### **Employee Arrests and Convictions**

Policy DH

An employee must notify the District's General Counsel within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that entitle any person to hold or obtain a position as educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty;
- Fraud;
- Deceit;
- Theft;
- Misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify sexual desire;
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale or distribution, conspiracy or to transfer, sell, or distribute any controlled substance;

- 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
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

## Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, 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, employees 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.

## Copyrighted Materials

Policy CY

Employees are expected to comply with copyright laws relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs

and data must be made within the provisions of the purchase agreement.

## Technology Resources

Policy CQ

All network and computer equipment is the property of Fort Bend ISD. 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 Fort Bend ISD's computer labs, classrooms, or offices is strictly prohibited.

Any employee found violating these laws or rules may be subject to civil and criminal penalties of \$250,000 and/or imprisonment 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 Electronic Media

Policies CQ, DH

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

**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 technology resources, including the Internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Employees who are authorized to use the system are required to abide by the provisions of the acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or

termination of privileges and may lead to disciplinary action.

All District employees authorized to access sensitive or confidential student or employee information are expected to maintain the security of the storage, access, transmission and transportation of such information. Any breach of the security of such information may lead to disciplinary action.

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

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

**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.

**Use of the FBISD technology resources, including electronic mail transmissions, shall not be considered confidential and may be monitored at any time.** 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 Fort Bend ISD website must be submitted to the Community Relations Department for 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.

**Cellular Phones.** Fort Bend ISD employees may have in their possession mobile phones and/or paging devices.

The following shall apply:

- Cellular phones/paging devices shall remain off during instructional time.
- Teachers may use cellular phones/paging devices in school buildings for business calls, including parent contacts, only during planning periods and other off duty time during the instructional day.
- Calls and text messages shall not be made to students. An exception may be made for employees in charge of school-sponsored activities or events if the call/text directly relates to such an event.

## **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

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program.

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

## Health Requirements and Services: Communicable Diseases

Policies FFAD, FFAF

**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 school nurse 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 or school nurse, will 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 local health authority, in consultation with the school nurse 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:

1. An appropriate school program adjustment is made.
2. An appropriate alternative or special education program is established.
3. 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 school nurse, the student's doctor, and the Fort Bend County Health Department 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.** Texas law provides for students who have diabetes. It requires students, their parents and physicians to develop a diabetes management plan and provide it to the school principal, school nurse, and all of the student's teachers. The school nurse may develop an individualized health plan for the student if the student will need care for diabetes while at school. At least one unlicensed diabetes care assistant must be trained on each campus where a student with diabetes is enrolled. School employees who transport/supervise the student during off-campus activity shall be provided a one-page information sheet for emergency care situations.

## General Procedures

### Bad Weather Closing

The District may close schools because of bad weather or emergency conditions. When such

conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's website and notify the following radio and television stations: 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, school closings will be posted as soon as possible on the Internet at: [www.fortbendisd.com](http://www.fortbendisd.com), [www.fortbendisdnews.com](http://www.fortbendisdnews.com) and on [www.school-closings.net](http://www.school-closings.net). However, a loss of power in the Houston area could prevent internet communication. Information is also available through the District's main switchboard number at (281) 634-1000 to hear a recorded message.

The Chief Communications Officer 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. Assistant Superintendents and appropriate Chiefs relay the directive to the appropriate administrators under their supervision, and in turn, each administrator notifies their respective staffs.

## Emergencies

Policies CKC, CKD

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

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

## Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Purchasing Department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District

can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Employees should contact his/her supervisor for additional information on purchasing procedures.

## 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
- Emergency Contact Information
- Information that reveals whether they have family members

The choice to not allow public access to this information may be made at anytime on "My Self Serve." Otherwise, personal information listed above will be released to the public.

**Records Retention.** Fort Bend ISD Records Management Program adheres to the Texas State Library Commission's records retention schedules. All records generated and maintained by the District are retained for the minimum period of time legally required. Those records, for which permanent retention is required, will be maintained on microfilm. Once a record's retention period has expired, those records will then be destroyed in accordance with rules promulgated and designated in the Commission's various retention schedules.

*The District is under no legal obligation to retain records beyond that records' retention period.*

## Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources Department if there are any changes or corrections to their name. Name changes will not be completed without the presentation of a new social security card and a valid photo ID (ex. a valid driver's license). The home address, home telephone number, and emergency contact, must be changed in "My Self Serve" located on the Fort Bend ISD Website, [www.fortbend.k12.tx.us/eservices.cfm](http://www.fortbend.k12.tx.us/eservices.cfm).

## Use of School Facilities

Policies DGA, GKD

Nonprofit organizations may use areas of a campus or facility listed in the District's facilities use schedule for non-school sponsored purposes if one of the following criteria is met:

- The activity is for the exclusive benefit of District students;
- The activity relates to a regional or sectional meeting of a recognized group with a local organization within the District; or
- At least 60 percent of the organization's membership resides within the District, and the organization is in the process of obtaining a permanent facility within the District's boundaries.

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 and insurance requirements. A contract for Use of School Facilities Form can be obtained on the internet at [www.fortbendisd.tx.us/parentlinks/policy&administration links](http://www.fortbendisd.tx.us/parentlinks/policy&administration%20links)

## Termination of Employment

### Resignations

Policy DFE

**Contract employees.** Contract employees may resign 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. A voluntary resignation form is available on the Pipeline. Contract employees may resign at any other time only with the approval of the Superintendent or the Board. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC). The Superintendent will notify SBEC when an

employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board of Educator Certification*.

All resignations shall be submitted in writing to the Superintendent. The employee shall give at least 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 Chief Human Resources Officer, 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.

### 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 the Human Resources Department with a copy to the supervisor at least thirty (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

Employees on probationary contracts or term contracts may be suspended with pay or placed on administrative leave by the Superintendent or designee during an investigation of alleged misconduct by the employee or at any time the Superintendent or designee 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 according to the procedures outlined in District policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees who are dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when

a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct.

### **Dismissal of Non-Contract Employees**

Policy DCD

Non-contract employees are employed at-will and may be dismissed at any time, for any reason not prohibited by law, or for no reason as determined by the needs of the District. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in District Policy DGBA(LOCAL), which can be accessed at [www.tasb.org/policy/pol/private/079907](http://www.tasb.org/policy/pol/private/079907).

### **Exit Interviews and Procedures**

Policies DC and CY

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

### **Reports to the State Board for Educator Certification (SBEC)**

Policy DF

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

- A reported criminal history;
- Sexual or physical abuse or other unlawful act with a student or minor;
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor;
- The possession, transfer, sale, or distribution of a controlled substance;
- The illegal transfer, appropriation, or expenditure of school property or funds;

- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position;
- Committing a crime on school property or at a school-sponsored event; or
- 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 or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

## Equal Educational Opportunities

Policies DIA, FB, FFH

The Fort Bend Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, gender, sex, national origin, disability and/or age in educational programs or activities that it operates or in employment decisions. The district is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as Board policy not to discriminate in such a manner. *(Not all prohibited bases apply to all programs.)*

If you suspect discrimination please contact the following:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex:

Keith Kilgore, Athletics Director, at (281) 634-1901 or Dr. John Frossard, Chief Human Resources Officer at (281) 634-1055.

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Deanna Clapsaddle, Student Support Services Coordinator at (281) 634-1159.

All other concerns regarding discrimination please contact the Superintendent, Dr. Timothy Jenney, at (281) 634-1007.

Each of the individuals listed above, except for Mr. Kilgore, are located at the Administration Building:

Fort Bend Independent School District  
Administration  
16431 Lexington Blvd.  
Sugar Land, Texas 77479

Mr. Kilgore is located at Mercer Stadium, 16403 Lexington Blvd., Sugar Land, Texas 77479

Please refer to Board Policies DIA and FFH for further clarification.

General questions about the district should be directed to the Community Relations Department at (281) 634-1100.



## **APPENDIX**

- A. Employee Grievance Form [DGBA (Exhibit A)] (p. 46)**
- B. COBRA (p. 47)**
- C. Employee Acknowledgement Of The Alliance Direct Contracting Program (p. 49)**
- D. Fort Bend ISD Crime Stoppers (p. 50)**

EXHIBIT A

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(LEGAL) and (LOCAL). Failure to complete this form in its entirety will result in the form being returned to the grievant; no grievance shall proceed until all details are completed.

1. Name \_\_\_\_\_

2. Position/campus \_\_\_\_\_

3. Please state 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 \_\_\_\_\_

## 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 apply.

### VERY IMPORTANT NOTICE

**Under federal law, employees and their dependents have the right to temporarily extend coverage under the 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 the 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 the 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 in work hours.**

If you are the covered spouse of an employee, 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 a reduction in your spouse's work hours.
- Divorce or legal separation from your spouse; or
- Your spouse becomes eligible for Medicare.

In the case of a covered dependent child of an employee, he or she has the right to continuation coverage if group health coverage under the Fort

Bend ISD Group Health Plan is lost for any of the following reasons:

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

### 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 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 **after 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; or
- Reduced Hours

#### **36 MONTHS**

- Death of employee
- Divorce or legal separation
- Medicare eligibility
- 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 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)**

These are court orders issued under state domestic relations law intended to ensure children will have coverage under parents' group health plan.

#### **TERMINATION OF CONTINUATION COVERAGE**

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; or**
- **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.

## EMPLOYEE ACKNOWLEDGMENT OF THE ALLIANCE DIRECT CONTRACTING PROGRAM

I have received information that tells me how to get health care under my employer's workers' compensation coverage. If I am hurt on the job and live in a service area described in this information, I understand that:

1. I must choose a treating doctor from the Alliance list of doctors designated as treating doctors.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go to any licensed medical professional within the United States.
3. Even though my treating doctor should refer me to a specialist of providers contracted with the Alliance, I understand that I need to verify that the referral doctor is a member of the Alliance provider panel.
4. The Texas Association of School Boards Risk Management Fund will pay the treating doctor and other Alliance providers for all health care related to my compensable injury.
5. I understand that my medical and/or income benefits may be disputed if I receive health care from a provider other than an Alliance provider without prior approval from the Fund.
6. Making a false or fraudulent workers' compensation claim is a crime that may result in fines and or imprisonment.
7. If I want to change doctors after my first choice, I can only choose from the Alliance list of providers. A third choice requires approval from my adjuster.

\_\_\_\_\_  
Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

I live at:

\_\_\_\_\_  
Street Address

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
City State Zip Code

Name of Employer: \_\_\_\_\_

Name of Direct Contracting Program: Political Subdivision Workers' Compensation Alliance (the Alliance)

Direct contracting service areas are subject to change. To locate a treating doctor within your area, visit the PSWCA web site at [www.pswca.org](http://www.pswca.org) or call your adjuster at 800-482-7276.

### To be completed by the employer only

Please indicate whether this is the:

Initial Employee Notification

Injury Notification (Date of Injury: \_\_\_\_ / \_\_\_\_ / \_\_\_\_)

**DO NOT RETURN THIS FORM TO THE TASB RISK MANAGEMENT FUND UNLESS REQUESTED.**

## **FORT BEND ISD CRIME STOPPERS**

### **REPORT CRIME AT YOUR WORKPLACE:**

In an effort to keep Fort Bend ISD a crime free workplace, remember Fort Bend ISD 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 ISD Police Department and the Crime Stoppers line is staffed 24 hours a day, seven days a week.

Callers remain anonymous with no pressure to reveal the 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 ISD property, while remaining anonymous, call Crime Stoppers:

**(281) 491-TIPS**

**(281) 491-8477**