

**Fort Worth Independent
School District:
Employee Handbook**



www.fortworthisd.org

Employee Handbook

Note: In the event of a discrepancy between any information contained in our online Employee Handbook or Board Policies, Board Policy will govern.

June 2006

IMPORTANT INFORMATION

In the event of a discrepancy between any information contained in our Orientation Booklet or in the online Employee Handbook and Board Policies, Board Policy will govern.

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful career with FWISD. Not all District policies and procedures are included, those that are have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be sent to the Assistant Superintendent of Human Resources, FWISD – Human Resources Department, 100 N. University Drive, Fort Worth, TX 76107.

This handbook is neither a contract nor a substitute for the official District policies; rather it is a guide to, and brief explanation of, these policies. The handbook is not intended to alter the at-will status of employees in any way. The rights and responsibilities of FWISD employees may be found in Section D, “Personnel Policies – Employee’s Rights and Privileges”. The rights and responsibilities of FWISD students may be found in Section F, “Students”. **District policies and procedures can change at any time.** For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. It is the employee’s responsibility to be knowledgeable of and adhere to District Policies and Procedures.

Note #1: The Employee Handbook and District Policies are available on the district’s internet web site: www.fortworthisd.org. Administrative Regulations are found in the First Class Email System.

Note #2: Legal and local board policies that relate to a particular topic are referenced in this Employee Handbook. Information on a subject may be found in local and/or legal policies. Additionally, each reference to a board policy has been linked so that employees can quickly go to the website for detailed information. The links take you to local policy first and to legal only if there is no local policy.

Note #3: For convenience and easy reference, latest revisions to policies are italicized, highlighted, and in a different font.

Any applicant or employee who knowingly gives false information on an application for employment shall be subject to disciplinary action, up to and including dismissal.

Any applicant or employee who knowingly falsifies, misrepresents, changes, alters, or revises any certification, transcript, diploma, any school district official document, or other instrument shall be subject to disciplinary action, up to and including termination of employment. (See DBA and DFBB Local)

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VISION 2010

One Dream, One Team

It's very hard for an organization or an institution to achieve more than the leader can imagine. If you determine to run a five-minute mile, you'll never run a four-minute mile. The leader sets the conditions as to what it is we aspire to. It's not clear to me that you can create a process that will impact whatever the leader brings with him, in terms of his instinct of imagining what could be.

Paul O'Neill

VISION

The Fort Worth Independent School District envisions a high performing learning organization in which all students achieve proficiency in rigorous standards of intellectual thought and knowledge.

MISSION

The mission of the Fort Worth Independent School District is to provide and support rigorous learning opportunities which result in successful completion of a quality high school experience for all students.

STRATEGIC GOALS

1. All students will learn at high levels of academic expectations resulting in the elimination of the achievement gap.
2. All operations in the district will be efficient and effective.
3. Family involvement and community partnerships will be an integral part of the education of all children.

DISTRICT INFORMATION

Description of the District

The Fort Worth ISD is a multi-ethnic, urban school district with 80,000 + students and 10,000 + employees. The district has 145 campuses that serve all levels from pre-kindergarten through 12th grade, including special populations.

Board of Education - Legal and/or Local Policies - BA, BAA, BBA, BBB, BBBA, BBC, BBD, BBE, BBF, BBFA, BBG, BDAA, BDAE, BDAF, BDB, BDD, BDE, BE, BEC, BED, BEF, BF

Texas law grants the Board of Education 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, facilities, and expansions. The Board has complete and final control over school matters within limits established by law and State Board of Education rules. Board members are elected by the citizens of the District to ensure a strong educational program for the District's children. Board members are elected from eight single-member districts and one at-large position and serve 4-year terms. Board members serve without compensation, must be registered voters, and must reside in the District from which they are elected.

All meetings are open to the public. In certain cases, Texas law permits the board to go into a closed session. Closed sessions may occur for such things as discussing prospective gifts or donations, real-property acquisitions, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Fort Worth ISD Board Members: **William H. Koehler**, Board President – At Large

Camille Rodriguez	District 1	Judy Needham	District 5
Jean McClung	District 2	Chris Hatch	District 6
Christene C. Moss	District 3	Norman Robbins	District 7
T.A. Sims	District 4	Juan Rangel	District 8

Administration:

Superintendent of Schools: Dr. Melody Johnson – Superintendent

Deputy Superintendents: Walter Dansby, *District Operations and Administrative Services*
Dr. Patricia Linares, *School Leadership and Student Support Services*

Associate Superintendents: Sherry Breed, *Curriculum and Instruction*
Juanita Silva, *Supplemental Education Services*

Assistant Superintendents: Dr. Sue Guthrie, *Secondary Schools Leadership*
Robert Ray, *Elementary Schools Leadership*
Carla Kaufman, *Human Resources*
Dr. Leslie James, *Student Support Services*
Cecilia Speer, *Safety, Security, and Operations*

Attorneys: Bertha Bailey Whatley
Robert S. Johnson

Chiefs: Ron Wilson, *Financial Officer*
Martin Yarborough, *Technology and Information Officer*

Helpful Contacts:

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below:

Athletics	871- 3270
Bilingual Placement Center	740- 5520
Building and Grounds	740- 3898
Communications	871- 2458
Dept. of Equity and Advocacy	871- 2472
Discipline and Learning Environment	871- 2480
Early Childhood Education	403- 3602
Elementary Operations	871- 2730
Guidance and Counseling	871- 2800
Health Services	871- 2190
Homebound/Hospital Program	871- 2912
Human Resources	871- 2243
- Alternative Certification	207- 6733
- Auxiliary Staffing	871- 2221
- Certification	871- 3499
- Compensation	871- 2205
A thru H	871- 2751
I thru S	871- 2230
T thru Z	871- 2205
- Employee Relations	871- 2227
- Professional Staffing	871- 2242
- Records	871- 2232
Legal Services	871- 2365
Maintenance, Operations, and Construction	871- 3300
Maintenance - Emergency	871- 3304
Nutrition Services	740- 5500
Office of Policy Development	871- 2580
Psychological Services	871- 2486
Reading and Language Acquisition Programs	871- 2376
ROTC Headquarters	871- 3256
School and Community Relations	871- 2441
Secondary Operations	871- 2721
Security and After- Hours	871- 3333
Special Education	871- 2900
Transportation	531- 6400
Vocational Education	871- 2740
Warehouse	871- 3330
Wilkerson - Greines Activity Center	531- 6348

EMPLOYMENT

Equal Opportunity Statement

FWISD is an Equal Opportunity Employer. The Fort Worth ISD does not discriminate against any employee or applicant for employment due to race, military status, national origin, sex, age, disability, religion, or any other basis prohibited by law. Employment decisions are based on job qualifications, skills, knowledge, abilities, and experience.

Employees with questions or concerns about discrimination on the basis of race, religion, sex, national origin, or age should contact the Dept. of Equity and Advocacy at 817-871-2472; employees with questions or concerns about discrimination on the basis of a disability should contact the Section 504 Coordinator at 817-871-2803.

Contract and Non-Contract Employment - Legal and/or Local Policies – DC, DCA, DCB, DCC, DCD, DCE

State law requires the District to employ full-time professional and administrative employees in positions requiring educator certification as well as nurses under a probationary, term, or continuing contract. Employees in all other positions are employed at-will or by a contract not subject to the procedures under Texas Education Code, Chapter 21. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary Contracts:

- Full-time teachers are hired on Probationary Contracts. The probationary period for teachers who have been employed in public schools at least five of the eight years prior to employment with the District is one year; for those with less experience, the probationary period will be three years, with an optional fourth year if the District has doubts about whether a Term Contract should be given.
- Professional employees covered by Chapter 21 are hired on a one-year Probationary Contract.

Term Contracts:

- Full-time teachers, hired after July 1, 2005, who have successfully completed the probationary period will be issued a Term Contract.
- A certified teacher returning to full-time employment after retirement will be employed under a one-year term contract.
- Professional employees covered by Chapter 21 are issued a Term Contract after successful completion of the one-year Probationary Contract.

Note: Professional and administrative non-Chapter 21 employees who are currently on Term Contracts will serve out the remainder of their contract and then revert to an at-will status.

Continuing Contracts: Full-time teachers, hired prior to July 1, 2005, who have successfully completed the probationary period will be issued a Continuing Contract. Full-time teachers hired July 1, 2005 and after will receive Term Contracts after successfully completing their probationary period.

At-Will Employment: Full-time auxiliary, non-Chapter 21 professional, and paraprofessional employees will be employed on an at-will basis. These positions include some professional and

administrative positions, secretaries/clerks, teacher assistants, custodians, campus monitors, maintenance/central service employees, and some food service workers. At-will employment is not for any specified term and may be terminated at any time by either the employee or the District.

Employee Involvement - Legal and/or Local Policies – BQA, BQB

FWISD offers opportunities for involvement in matters that affect employees at the campus and district levels. As part of the 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.

Employment Practice Regarding Criminal History Background

Legal and/or Local Policy – DC

FWISD reserves the right to not employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. FWISD reserves the right to obtain criminal record information on any District employee at any time. In accordance with procedures set forth in Policy DC Local and Exhibits A and B, criminal record checks are to be done annually on all current employees.

Job Vacancy Announcements - Local and/or Legal Policy – DC

Job vacancies are posted by location and position. They are distributed to all schools and departments and posted on a regular basis on: FWISD's web site www.fortworthisd.org; the job hotline at 817/871-2213; on cable channel 30; and the Human Resources Dept. lobby at the FWISD administration building – 100 N. University Drive.

Performance Evaluations - Legal and/or Local Policies – DN, DNA, DNB

Evaluation of administrators, non-teaching professional personnel, non-certified and auxiliary personnel job performance is a continual process that focuses on improvement and is based on assigned job-related criteria and duties. Employees will be informed of the criteria upon which the appraisal shall be based and evaluators will be appropriately trained in the use of the appraisal instrument used. Except for teachers (see next paragraph for process), all employees will participate in an annual evaluation process, completed on District-approved forms, with their supervisor. Memoranda, correspondence, and reports can be used to document employee performance. An employee, other than a teacher, who receives below "Meets Expectations" on an annual performance evaluation will have his/her salary frozen at its current rate for one year and shall be ineligible for an increase in salary for the upcoming year.

The annual evaluation of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS), see Policy DNA Local for more details. Appeals regarding teacher appraisals shall be in accordance with the established grievance procedure. Teacher evaluation processes are as follows: Annual appraisals will be conducted for teachers who:

- Are on a Probationary Contract,
- Are on a one-year Retire/Rehire Contract,
- Are new to a building, except if moved as a result of administrative leveling of classes,
- Are new to a department when someone other than a principal, or asst. principal is the supervisor,

- Are on a campus designated as “low performing” based on academics,
- Have scored “Below Expectations” in one or more domains, And,
- All teachers will be evaluated annually on Domain VII. Issues including but not limited to, attendance, student failure, and drop-out rates, shall be addressed.

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

- **Two-Year Evaluations:** A teacher must agree in writing and must score at least “Proficient” in all domains to qualify for an evaluation once every two years.
- **Three-Year Evaluations:** A teacher must agree in writing and must have the following in order to qualify for an evaluation every three years: 1.) A rating of “Exceed Expectations” in Domains I, II, II, and IV, with all criteria at “Proficient” or above; **and**, 2.) A rating of “Proficient” or above in all criteria in Domains V, VI, VII, and VIII.

Employees will receive a copy of the written evaluation, have a conference with their supervisor, and have the opportunity to respond to the evaluation. Copies of summative appraisals will be placed in the employee’s personnel file.

Exceptions: If documentation and notification concerning Domains I, II, II, or IV occur during the first semester, teachers may be appraised during the school year even though he/she met criteria on a previous appraisal for a two/three year evaluation. If documentation and notification occur during the second semester, the teacher who previously met the criteria for a two/three year evaluation may be appraised the following school year.

Staff Development/Training - Local and/or Legal Policy – DMA

Staff development/training activities are organized to meet the needs of employees and the District. Staff development/training is predominantly campus-based, related to achieving campus and/or job performance objectives, and developed and approved by District and campus-level advisory committees.

Work Schedules and Workload - Legal and/or Local Policies – DH, DK, 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 District work schedules. A school calendar is adopted each year designating all school holidays and the work schedule for all teachers, professional and administrative staff. The calendar is distributed each school year and is also available on the District’s web site: www.fortworthisd.org.
- **Paraprofessional and Auxiliary Employees:** Support employees will be notified 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 working overtime. Duty hours for all employees are established through District administrative procedures, as approved by the Superintendent or designee.
- **Full-Time Employment Schedule:** Employees shall be available full-time during their regular scheduled working hours. Any need for emergency variations from this regulation shall be discussed by the employee with the appropriate assistant superintendent.

Note: For campus based personnel, working hours are set forth in the Bulletin One district publication.

Employee Relations and Communications

District Communications

Throughout the year, the Communications Department publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

The District's main method of communication with the employee base, besides the phone system, is through the First Class Email System. In order to use the email system, an employee must have access to a computer and be issued an email account and user id. Through this system the District distributes information to employees regarding important issues, concerns, administrative regulations, changes in policies and procedures, and other relevant news.

Important: When an employee is set up with an email address, it is important that they create a resume indicating what department they work in, their title, etc. The District is very large and sometimes there are employees with identical names and in order to send email to the correct person, an up-to-date resume on the email system is important.

The District distributes information to the media via the Communications Department. All information must be processed through and approved by the Communications Department before being released to the media.

Employee Recognition and Appreciation

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

Compensation and Benefits

Automatic Payroll Deposit

The District offers two methods for employees to receive their pay.

- Automatic Payroll Deposit: Employees can have their earnings electronically deposited into an account at any banking institution. A notification period of one month is necessary to activate this service. Money is immediately available on the pay date.
- PayChek-Card: This method is for employees who do not qualify for a direct deposit account at a bank of their choice or at the school district's bank.

Contact the Payroll Department at 817-871-2144 for complete details on either method.

Compensatory Time - Legal and/or Local Policy – DEA

The District pays overtime for non-exempt employees in accordance with federal wage and hour laws. All employees are classified as either exempt or non-exempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only non-exempt employees (hourly employees and some paraprofessional employees) are entitled to overtime compensation. All overtime work, except in emergency situations, must be approved **in advance** by the immediate supervisor or appropriate designee. Unauthorized overtime work is grounds for disciplinary action.

A non-exempt employee is paid at a rate of one and one-half times his or her regular rate of pay for each overtime hour worked. Compensatory time, in lieu of monetary overtime compensation, may be granted at a rate of one and one-half hours of compensatory time for each hour of overtime worked. The supervisor and non-exempt employee should agree to the method of overtime compensation prior to the non-exempt employee performing the overtime work.

Compensatory time earned must be used at a time that is mutually agreeable to the non-exempt employee and supervisor. Weekly time cards will be maintained on all non-exempt employees for the purpose of wage and salary administration. Overtime is considered to be time worked above 40 hours in a week. Holidays, vacation, or any paid non-work time is not considered in the formula for calculation of overtime pay. You have to literally, physically work 40 hours in a week before overtime is paid.

The District's workweek is defined as: 12:00 a.m. Saturday to 11:59 p.m. Friday.

Health Insurance - Legal and/or Local Policy – CRD

Group health insurance coverage is available through TRS ActiveCare to most full-time employees and certain part-time employees, in accordance with TRS ActiveCare provisions. Employees can access the TRS website at www.trs.state.tx.us/trs-activecare. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, premiums, and eligibility requirements are available from the Employee Benefits Dept.

The insurance plan year is September thru August. New employees may complete enrollment forms at employee orientation; current employees can make changes to their coverage during the annual open enrollment periods. For special enrollment qualifying events please refer to the TRS ActiveCare booklet. To enroll for TRS long-term care, employees may call TRS at 1-866-355-5999, Mon.-Fri., 8:00 am–8:00 pm. At the employee’s discretion, health insurance may begin on: (1) the first day of employment, (2) the first day of the following month, or (3) the first day of the month in which your TRS 90 day eligibility begins. All other benefits begin the first day of the month in which your TRS 90 day eligibility begins.

At their own cost, eligible employees may enroll in supplemental insurance programs for dental, vision, life, and disability. Premiums for these programs can be paid by payroll deduction. Employees may contact the Employee Benefits Dept. at 817-871-2136 for more information.

Paychecks

Professional employees are paid monthly; auxiliary employees are paid either monthly or every two weeks, depending upon the job classification. Salary is received one of two ways: (1) Through Direct Deposit into the employee’s bank of choice, or (2) through a Bank One assigned PayCard. Payroll Advice Statements will be sent out each pay period by the Payroll Department as follows:

- a) School Campuses: Sept. thru May – Sent to each campus;
June thru Aug. – Mailed to employee’s home address.
- b) Administration Bldg: Distributed by Dept. Secretary.
- c) All Others: Mailed to employee’s home address two days prior to payday.

An employee’s Payroll Advice Statement contains the detailed information including deductions, withholding information, and the amount of leave accumulated. Please Note: Employees who start work by the 15th of a month will normally receive a paycheck that month. If you have any questions regarding your pay or your Payroll Advice Statement, please contact the Payroll Dept. at (817) 871-2144.

MONTHLY PAYCHECK DATES FOR THE 2005--2006 SCHOOL YEAR ARE AS FOLLOWS:

September 28, 2006	January 19, 2007	May 25, 2007
October 27, 2006	February 23, 2007	June 28, 2007
November 17, 2006	March 28, 2007	July 27, 2007
December 15, 2006	April 27, 2007	August 28, 2007

Payroll Deductions - Legal and/or Local Policy – CFEA

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and Federal Income Tax (IRS) are required for full-time employees. Medicare tax deductions are also required for employees hired after March 31, 1986. Temporary and part-time employees who aren’t eligible for TRS membership must have their Social Security contributions deducted. Substitutes may elect to have FICA deductions as an alternative. Other payroll deductions employees may include are; premiums for annuities, savings bonds, dues, employee

associations, credit union deposits, insurance, and selected charitable organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Salaries, Wages, and Stipends - Legal and/or Local Policy – DEA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board of Trustees.

Teachers, librarians, counselors, and nurses will be paid no less than the minimum state salary schedule. Exempt employees who perform extracurricular duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule. Employees must work a minimum of 90 days per year and receive "Meets Expectations" or better on annual evaluations to be eligible for any board approved pay increases the following fiscal year. Employees may contact the Compensation Dept. at 817-852-1115 for information regarding the District's pay schedules or their own pay.

Service Records and Service Credit

FWISD will compensate certified employees for prior experience in an educational setting, provided the service has met TEA requirements. It is the employee's responsibility to provide service records of previous employment. Eligible employees will not be given service credit until the records are submitted and verified by the Compensation Department. It is imperative that service records be submitted in a timely manner because it could affect the employee's rate of pay. Please Note, a current employee is eligible for back pay **only** in the fiscal year the service records are submitted; a first year employee's back pay would be retroactive to his/her specific start date. FWISD's fiscal year is September 1 to August 31. For the appropriate forms, more information or details, please contact the Compensation Department at 817-852-1115.

Salary Credit for Certified Substitute Teaching Service: Any current full-time teacher, nurse, librarian, or counselor with prior experience as a certified substitute teacher may be eligible to receive District salary credit for that service if he/she worked a minimum of 90 days in a fiscal year. If you have such service with FWISD, please complete a "Request for Unreported Service and Salary" form available in Employee Records. Service records will be researched, and if you qualify, you will receive FWISD salary credit for that service. If you have service in another district, please contact that district for verification, and submit the out-of-district record to the FWISD Compensation Dept.

Retirement Credit for Certified Substitute Teaching Service: Upon request, a "Teacher Retirement System Form (TRS22) verifying your service of 90 days or more per fiscal year will be mailed to your home. If you wish to **purchase** this service toward your retirement, forward the TRS22 form to the Teacher Retirement System per directions on the form. TRS will send you a bill for the amount of money necessary to purchase the year(s) toward your retirement. Please note: Once TRS receives your TRS22 verifying the previously unreported service, they will **require** you to make the purchase. For questions regarding purchase of this service, or your retirement account in general, contact the Teacher Retirement System of Texas at 1-800-223-8778.

Retirement Credit for Substitute/Part-Time Service: The Teacher Retirement System of Texas allows school district employees to purchase part-time or substitute work for retirement purposes. The service must be for a minimum of 90 days in a fiscal year.

If you've worked for a school district in a position where you did not pay into TRS, you may be eligible to purchase that service toward your retirement. In this case, the district where the service was done, must complete a TRS22 form, verifying the number of days worked and gross salary earned for that period. If you have such FWISD service, please contact the Personnel Records Dept. at 817-871-2232.

Travel Expense Reimbursement - Legal and/or Local Policy – DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and appropriate central office business officials 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. Employees must submit receipts to be reimbursed for travel expenses other than mileage.

Unemployment Compensation Benefit - Legal and/or Local Policy – CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. For more information about unemployment benefits please contact the Employee Relations Division at 817-871-2227.

Vacation - Legal and/or Local Policy – DED

240 and 260 day employees receive paid vacation as follows:

- Two weeks per year during first ten years
- Three weeks per year after ten years of service beginning with 11th year
- Four weeks per year after twenty years of service beginning with 21st year

Workers' Compensation Benefit - Legal and/or Local Policies – CRE, DEC

The District provides workers' compensation benefits to employees who are injured on the job or suffer a work related illness. Benefits may pay for medical treatment and replace part of the income lost by the employee while recovering. Specific benefits are set by law depending on the circumstances of each case. All work related accidents/injuries should be reported at once to the immediate supervisor. 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 by the State Workers' Compensation Commission after the appropriate injury reports have been submitted.

Employees receiving weekly workers' compensation benefits may elect to use their accrued leave benefits. These leave day benefits are pro-rated. Employees who have lost work time due to work-related injuries are required to file a Form 100 with the Employee Relations Division requesting workers' compensation leave. This leave will run concurrently with Family Medical Leave.

Complaints and Grievances

The policy for employee complaints or grievances is intended to provide an orderly process for the prompt and equitable resolution when a concern has not been resolved. The Board intends that whenever feasible, complaints or grievances be resolved at the lowest possible administrative level. This policy shall not be construed to create new or additional rights beyond those granted by Board Policy or Law. Employees are encouraged to discuss problems or concerns with their supervisor or an appropriate administrator at any time.

Complaints or grievances must be filed on a Grievance Report Form provided by the Office of Policy Development. A summary of the complaint or grievance procedures will be given to the employee at this time. All employees must adhere to this process when bringing forward a "formal" complaint or grievance. A complaint or grievance must specify the harm alleged and the specific Board policy or regulation allegedly violated or misapplied. An employee is prohibited from bringing separate or serial grievances regarding the same event or action. All time limits shall be strictly complied with unless changed by mutual consent. **Additionally, except for scheduled meetings or reviews with district administrators, any consultation by an employee with a potential representative or a representative, verbal or in person, must be conducted on the employee's own time, outside of scheduled working hours.**

The employee filing a complaint or grievance or any employee who is the subject of a complaint or grievance may be represented at his or her own expense by an attorney, a fellow employee, any other person, or an organization that does not claim the right to strike. The representative shall be permitted to attend a conference and assist the employee during the complaint/grievance resolution process. Similarly, a school attorney may represent administrative and supervisory staff.

Outlined in the following pages are the separate processes to be followed by Contract and At-Will employees. Questions concerning either of the grievance processes should be directed to the Office of Policy Development at 817-871-2580. The following is a summary of the grievance procedure.

Complaint and Grievance Procedure Summary Outline – Contract Employees

(Employees may view the entire policy, DGBA, on the District's web page or request a copy.)

INFORMAL LEVEL: All grievances must start with the building principal/immediate supervisor. This will be an informal meeting and shall be held within 15 working days of the time the employee first knew or should have known of the event or series of events causing the problem. An oral response to the grievance will be provided to the employee within 5 working days after the meeting. If the response is unsatisfactory to the employee, the grievance may be initiated at Level One.

LEVEL I: The employee shall present the Grievance Report Form and any relevant documents to the principal/immediate supervisor within 10 working days after receipt of the verbal response at the Informal Level. The report must give the date of the informal meeting between the

employee and the principal or immediate supervisor and shall state the reason(s) why resolution at the informal processing was not possible.

The principal or immediate supervisor shall have a conference with the employee and render a decision in writing to the employee within 10 working days after receipt of the grievance. (Copy of the response shall be provided to the Office of Policy Development).

LEVEL II: If the outcome of the Level One conference is unsatisfactory to the employee, the employee may file a written appeal within 10 working days after receipt of the Level One decision. The appeal is presented to the District's Office of Policy Development. All relevant documents must accompany the appeal. This written appeal and all documentation will be forwarded to the Director or Executive Director or Assistant, Associate, or Deputy Superintendent who has jurisdiction over the employee's area of employment. The Level Two administrator shall hold a conference with the employee within 10 working days after receipt of the appeal. A written response shall be communicated to the employee within 10 working days after the conference. (Copy of the response shall be provided to the Office of Policy Development)

LEVEL III: If the decision of the Level Two conference is unsatisfactory to the employee, the employee may appeal the decision to the Superintendent. A written appeal must be filed within 10 working days after receipt of the Level Two decision. The appeal shall be presented to the District's Office of Policy Development and must be accompanied with all previous documentation. This written appeal and all materials will be forwarded to the Superintendent. The Superintendent or designee shall hold a conference with the employee within 10 working days following receipt of the appeal. The decision of the Superintendent or designee shall be communicated in writing to the employee within 10 working days after the conference. (Copy of the response shall be provided to the Office of Policy Development)

LEVEL IV: If the outcome of the Level Three conference is unsatisfactory to the employee, the employee may request to place the matter on the agenda of a future Board meeting. The appeal must be filed with the President of the Board at the Central Administration Office, 100 N. University Drive, within 10 working days after receipt of the written response to the Level Three conference. The Superintendent or designee shall inform the employee of the date, time, and place of the meeting. A copy of the Board's procedures for employee grievance/complaint appeals will be provided to the employee at this time.

Complaint and Grievance Procedure Summary Outline – At-Will Employees

(Employees may view the entire policy, DCD Local, on the District's web page or request a copy.)

At-will employees who have been disciplined in writing, suspended without pay, demoted, or dismissed from employment with the District may within ten (10) working days request, in writing, a review of the disciplinary action through the Human Resources Department. The request must be accompanied by all relevant documentation.

Level I: The Human Resources Dept. will forward the written request for review and all documentation to the administrator who is in the direct line of authority to the employee's immediate supervisor. The administrator shall hold a conference with the employee within five

(5) working days after receipt of the request for review. The administrator's decision shall be communicated in writing to the employee within five (5) working days after the conference.

Level II: If the decision made at Level I is not to the employee's satisfaction, the employee may request a review of the decision. This request must be made in writing and with all previous documentation presented to the Human Resources Department no later than ten (10) working days of the receipt of the decision. The Human Resources Department shall convene the District Review Board within ten (10) working days after receipt of the request and facilitate the review. The Review Board will render a written decision within seven (7) working days after the conclusion of the review.

The District Review Board consists of three individuals appointed by the Superintendent.

Level III: If the decision made at Level II is not to the employee's satisfaction, the employee may request a review in writing within ten (10) working days after the receipt of the decision. The request must be made to the Human Resources Department with all previous documentation attached. Human Resources shall forward the request and documentation to the Superintendent. The Superintendent or designee shall hold a conference with the employee within ten (10) working days following receipt of the request. The decision of the Superintendent shall be communicated to the employee in writing within ten (10) working days after the conference.

The written decision of the Superintendent is final. However, any employee has the right to present an issue to the Board of Education for consideration.

Back Pay: If during one of the review levels, it is determined that a suspension without pay, a demotion, or a dismissal should not have been imposed, the employee shall be given back pay less days assessed for disciplinary or other reasons.

For issues concerning affirmative action, disabilities, or sexual harassment, you may contact:

The Office of Equity and Advocacy (Dennis Dunkins): 817/871-2367
(For Affirmative Action Issues)

ADA/504 Coordinator (June Davis): 817/871-2803
(For Disability Issues)

The Office of Special Investigations (Lisa Silvia) : 817/871-2578
(For Sexual Harassment Issues)

Employee Code of Ethics and Standards of Conduct

Alcohol and Drugs - Legal and/or Local Policies DH, DI

A copy of this policy, the purpose of which is to eliminate drug use from the workplace, shall be provided each employee at the beginning of each fiscal year or upon employment.

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, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation; and
- Any other intoxicating, mood changing, mind altering, or behavior altering drugs.

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

Exception: An employee who manufactures, possesses, or dispenses a substance listed above as part of his or her job or who uses a prescription drug authorized by a licensed physician specifically for that employee’s use shall not be considered to have violated this policy.

Notice: The District’s notice regarding drug-free schools and smoke/tobacco-free buildings is on page 21; current employees receive it annually. [See DH (legal) and DI (exhibit)]

Arrests and Convictions - Legal and/or Local Policy - DH

An employee who is arrested for, convicted of, granted deferred adjudication, or who entered a plea of *nolo contendere* for any felony or any offense involving moral turpitude must notify the Office of Special Investigations in writing within three calendar days.

Associations and Political Activities - Legal and/or Local Policy - DH

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.

Computer Use and Data Management - Legal and/or Local Policy –CQ

The District’s electronic communications systems, including access to the Internet, is to be used for administrative and instructional purposes only. Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use. There exists no right to privacy and contents are subject to review and to open record requests. Unauthorized use of these systems is prohibited and can result in suspension or termination of privileges. Employees and students who are authorized to use the systems are required to abide by the provisions of the District’s communications systems policy

and administrative procedures. Failure to follow District policies and procedures may lead to disciplinary action punishable up to and including termination. Employees with questions about computer use and data management may contact the Information and Technology Services Department at 817-871-2600.

Conflict of Interest - Legal and/or Local Policy – DBD

Public trust requires that FWISD employees avoid even the appearance of a conflict between their professional responsibilities and their personal business interests

A conflict of interest occurs when an employee allows the possibility of direct or indirect personal gain to influence the employee's judgment or actions in the performance of duties and responsibilities. In the discharge of assigned tasks or functions, an employee shall avoid even the perception of conflict of interest and improper practices. To ensure adherence to high ethical and professional standards, an employee's conduct shall be fair, impartial, and impersonal. An employee shall act in a manner that is above reproach and always in the best interest of the District.

An employee shall not accept or solicit any gift, favor, service, or other benefit from any person or entity that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. (See new policy CAA)

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the District.

Copyrighted Materials - Legal and/or Local Policy – EFE

- Copyright Infringement: All persons are prohibited from using District technology in violation of any law including copyright law. Only appropriately licensed programs or soft-ware may be used with District technology. No person shall use the District's technology to post, publicize, or duplicate information in violation of copyright law. Persons using District technology in violation of law will lose user privileges in addition to other sanctions.

If a content owner reasonably believes that the District's technology has been used to infringe upon a copyright, this owner may notify the District's designated agent.

- Electronic Media: To comply with copyright law, electronic media used in the classroom shall be for educational purposes only.

Unless otherwise provided in the purchase agreement, a computer program shall not be used to make copies. District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the District to network the program or allows other specified multiple use of the single copy.

Corporal Punishment - Legal and/or Local Policy – FO

The use of corporal punishment is prohibited by the FWISD Board of Trustees. Students will not be spanked, paddled, or physically disciplined for violations of the Student Code of Conduct. Additionally, employees are expected to use non-touching ways to reward or discipline students.

Dress Code - Legal and/or Local Policy – DH

The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignments, and in accordance with any additional standards set by their supervisors with the approval of the superintendent. Please adhere to the following:

Dress Code for Central Office Staff and Satellite Locations:

- Dress slacks
- Business style dresses
- Jackets desired
- Business style dress shirts and blouses (with or without collars – can be button down or plain front)
- Ties optional but desired
- Dress sweaters or turtlenecks
- Dress capri's/cropped pants that are at least mid-calf in Length
- Belts for pants or skirts
- Leather, simulated leather, or microfiber shoes; dress sandals that do not resemble flip flops
- Hose for Women Desired
- Blue Jeans and sneakers only on special occasion days or under extenuating circumstances, as approved by division head

Dress Code for Campus Based Personnel:

- Slacks (may be docker-style), skirts, dresses of various colors and fabrics
- Shirts (not t-shirts) and blouses with or without collars (can be button down or plain front)
- Dress style polo shirts
- Dress capri's/cropped pants that are at least mid-calf in length
- Sensible shoes appropriate to the assignment
- Blue jeans and sneakers only on special occasion days or under extenuating circumstances, as approved by principal.

Drug/Alcohol Abuse Prevention - Legal and/or Local Policies – DH, DI

Fort Worth ISD is committed to maintaining a drug-free environment and will not tolerate the use of 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 are subject to disciplinary action up to and including termination. Please see the statement below:

Drug-Free Schools and Drug-Free Workplace Requirements Notice:

It is the policy of the FWISD Board of Education that the FWISD will provide a drug-free workplace for employees and students. In compliance with the federal Drug-Free Schools and Communities Act Amendments of 1989, the following is a copy of the FWISD Board of Education policy related to drug-free workplace requirements.

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illegal drugs, inhalants and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of the District's activities. 41 U.S.C. 702 (a)(1)(A); 28 TAC 169.2.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution [see policies DH (legal) and DHE (legal)]. 41U.S.C. 702(a)(1)(A); 28 TAC 169.2.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a)(1)(D)(E)

Within 30 calendar days of receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either, (1) take appropriate personnel action against the employee, up to and including termination of employment or (2) require the employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee. 41 U.S.C. 703

{This notice complies with the notice requirements imposed by the federal Drug-Free Work-place Act 41 U.S.C. 702 and 34 CFR 85.6301; notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.2011 and notice requirements imposed by the Texas Workers' Compensation rules at 28 TAC 169.2}

Employee Fraud, Waste, and Abuse Hotline

The Fort Worth Independent School District has established an employee hotline to report fraud, waste and abuse. The hotline number is 817- 871-2112 and will be maintained by the FWISD Internal Audit Department. This hotline is open to employees, vendors, and the community at large. Please read the notice on the following page for full details.

Fort Worth Independent School District

Fraud, Waste, and Abuse Hotline - 817-871-2112

NO! YOUR NUMBER DOES NOT SHOW UP ON A CALLER ID.



Your hotline call goes to an answering machine maintained by the Internal Audit Department, which will conduct or arrange for an appropriate review or investigation of your complaint. You may remain anonymous, by not disclosing your name, or you can ask that your identity be kept confidential. If you remain anonymous it may be more difficult to investigate your complaint. If you ask that your identity be kept confidential, Internal Audit will protect your identity and disclose it only to the auditors or investigators assigned to review the complaint.

Call the Fraud, Waste, and Abuse Hotline to report:

- Illegal or fraudulent acts;
- Waste of funds; and
- Misuse or theft of District property or funds.

When calling the Hotline, please provide as much information as possible, to include:

- Circumstances of the incidents noted (dates, times, names, places);
- The offices and individuals involved;
- Location of any available evidence (physical evidence or records);
- Names and telephone numbers of credible witnesses; and
- Caller's name and telephone number, if you chose not to remain anonymous.

Do not use the Fraud, Waste, and Abuse Hotline to report:

Complaints or grievances involving wages, working conditions, discrimination, and other personnel issues. These issues should be reported in accordance with Board policy DGBA (LOCAL), Employee Complaints/Grievances.

Remember, calls to the hotline should be made in good faith to report fraud, waste, or abuse rather than to report an employee's dissatisfactions.

Moral Turpitude - Legal and/or Local Policy - DH

Moral turpitude includes, but is not limited to, dishonesty; fraud; deceit; theft; misrepresentation; deliberate violence; base, vile or depraved acts that are intended to arouse or gratify the sexual desire of the actor; drug or alcohol related offenses as described in 19 TAC 249.16(b); or acts constituting abuse under Family Code 261.001.

Nepotism - Legal and/or Local Policy - DBE

The District shall not employ any person who is related by blood within the third degree, or by marriage within the second degree, to a member of the Board, or the Superintendent. This rule does not apply to an employee who has been continuously employed for a period of one year prior to the election or appointment of the officials named.

A person shall not be employed or promoted if such employment/promotion would place that person in a position of supervising/being supervised by a member of the person's immediate family; or where a member of the person's immediate family occupies a position in which the family member could use that position to affect the employment, promotion, salary administration, or other related management or personnel transaction of the person being employed or promoted.

No department director, assistant director, or supervisor shall appoint or employ any person within his or her immediate family, nor use his or her position to influence another District employee to hire a member of his or her immediate family.

Members of the immediate family may teach and/or work in the same school, building, or worksite. However, because of the opportunity for conflicts to arise when members of the immediate family work on the same campus, or in the same worksite, the District reserves the right to reassign an employee or restrict such employment. In all cases, one member of the immediate family shall not directly supervise and/or evaluate another immediate family member or be in the line of supervision to influence or affect the employment, promotion, salary administration, or other management or personnel transaction regarding the family member. Please see Board Policy **DBE** Local for description of immediate family members.

Outside/Secondary Employment - Legal and/or Local Policy – DBF

Prohibiting outside employment is related to the legitimate interest of the Board that public school employees devote their professional energies and efforts to the education of children. Consequently, the full-time position held by an employee of the District shall take precedence over any other occupational interest of the employee. While "approval" for outside employment is not required, employees who wish to accept outside employment or engage in activities for profit must be dedicated primarily to the school system. Outside employment activities will be the responsibility of the employee.

An employee of the District shall not accept outside employment or compensation that could reasonably impair the employee's independence of judgment in the performance of their duties. Also, no full-time employee of the District shall engage in any occupation during their work year that is incompatible or presents a conflict of interest with his/her employment with the District. However, if a conflict of interest or incompatibility exists, or if it is determined that such employment interferes with the duties and proper performance of an employee's regular assignment, said activity will be denied. In this case, continuation of outside/secondary

employment shall result in disciplinary action up to and including termination of employment with the District. An employee shall not perform any personal work during regular business hours, except while on approved personal leave. The use of any District facilities or property, equipment or resources for personal business or gain is strictly prohibited.

Outside Professional Services - Local Policy – DBF

Professional personnel such as teachers, counselors, coaches, etc. shall not privately tutor students or provide other services to students at the campus to which the employee is assigned for pay, except during the summer months and except for District sponsored initiatives such as mentoring, tutoring programs, or athletic clinics as approved by UIL when school is not in regular session. Appropriate administrative approval must be obtained.

Possession of Firearms and Weapons - Legal and/or Local Policy – GKA

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or buildings where a school-sponsored activity takes place. To ensure the safety of all, employees who observe or suspect a violation of the District's weapons policy should immediately report it to their supervisor or call the Student Affairs Department at 817-871-2884.

Reporting Hazing - Legal and/or Local Policy – FNCC

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

Reporting Suspected Child Abuse - Legal and/or Local Policy – FFG, GRA

Employees are required by state law to promptly report any suspected child abuse or neglect to Child Protective Services. Teachers and other professional staff are required to make a report to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. By state law, any person reporting/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. For more information, contact the Student Affairs Department at 817-871-2884.

Searches and Alcohol/Drug Testing - Legal and Local Policy – DHE

The District reserves the right to conduct searches if the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers and private vehicles parked on District premises or used in District business.

FWISD has established an alcohol/controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol/controlled substances by drivers of commercial motor vehicles as required by federal/state law. The primary purpose of the testing program is to deter misuse of alcohol/controlled substances and to prevent impaired employees from performing safety-sensitive functions. Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted as follows:

- At random for safety sensitive positions;
- When reasonable suspicion of misuse or abuse exists;
- When an employee returns to duty after engaging in prohibited conduct;
- As a follow-up measure;
- Immediately 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/drugs returns to duty;
- For Pre-employment; and when a bus driver has been absent 30 days or longer they must be retested.

Employees who fail to follow this policy are subject to disciplinary action, up to and including termination.

Employees subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Human Resources Department at 817-871-2226/2227.

Sexual Harassment - Legal and Local Policies – DIA, FFH, FFG

Sexual harassment of employees or students is not acceptable and shall not be tolerated. Sexual harassment of employees may be discrimination on the basis of sex under Title VII. Sexual harassment of students may be discrimination on the basis of sex under Title IX.

- **Employee-to-Employee.** Sexual harassment of a co-worker is a form of discrimination and prohibited by law. Sexual harassment is defined as requests for sexual favors, unwelcome sexual advances, and other verbal or physical conduct under the following conditions:
 - Submission to such conduct is explicitly or implicitly a term or condition of employment.
 - Submission to or rejection of such conduct is used as the basis for employment decisions.
 - The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe they have been subjected to sexual harassment are encouraged to come forward with complaints and inform their principal, supervisor, or the Title IX Coordinator at 817-871-2578. Employees must follow the procedures outlined in District Policy and this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser. The recipient of the complaint will contact the Office of Special Investigations in regard to the matter. The District will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

- **Employee-to-Student.** Sexual harassment or abuse of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcomed or unwelcomed sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students are strictly prohibited. Other prohibited conduct includes the following:
 - Engaging in sexually oriented conversations for the purpose of personal sexual gratification.

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

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

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal.

All allegations of sexual harassment or abuse of a student will be promptly investigated by the Office of Special Investigations and reported to the student’s parents. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the Title IX Coordinator at 817-871-2474.

Smoking and Tobacco Use - Legal and/or Local Policies - DH, FNCD, GKA

It is a criminal offense and prohibited by law to smoke or possess a tobacco product in a school building. State law also prohibits smoking or using tobacco products at school-related, school-sanctioned, or school-sponsored activities on or off school property. District policy prohibits smoking on all district-owned property. This includes all buildings, playground areas, parking facilities, athletic facilities, and while driving district-owned vehicles. Notices stating that smoking is prohibited by law and policy and punishable by a fine and disciplinary action are displayed in all school buildings.

Standards of Conduct and Ethics - Legal and/or Local 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 and co-workers and maintain confidentiality in all matters relating to students and co-workers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) in the event they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with District and department procedures and policies.
- Observe all safety rules and regulations and immediately report injuries or unsafe conditions to a supervisor.
- Use District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal laws, District policy, and ethical standards for professional educators. The Code of Ethics and Standard Practices for Texas Educators is reprinted below:

Standard Practices and Code of Ethics for Texas Educators

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

PROFESSIONAL STANDARDS:

I. Professional Ethical Conduct, Practices and Performance.

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

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

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

Standard 1.4. The educator shall not use institutional or professional privileges for 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 or other persons or organizations in recognition or appreciation of service.

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

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

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

II. Ethical Conduct Toward Professional Colleagues.

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

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

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

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

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

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

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

III. Ethical Conduct Toward Students.

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

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

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

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

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

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

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

Supervisory Relationships - Legal and/or Local Policy DBF

Supervisors at all levels shall avoid any conflict of interest as it relates to subordinates, by rank of classification, especially with those subordinates within a supervisor's chain of command. Every decision made by a supervisor must be totally objective, impeccably fair, and above all, devoid of any favorable or unfavorable actions due to any relationship between the supervisor and the subordinate.

- A supervisor shall not enter into or continue a business relationship with an employee within his/her chain of command.
- An employee shall not perform any personal work at any time for supervisory personnel within the same chain of command as the employee.
- Supervisory personnel shall not use their position, directly or indirectly, to harass, intimidate, oppress, or influence any employee to perform personal work at any time for any person or group.
- The Superintendent and Deputy Superintendents shall not utilize the services of any employee of the District. Other members of the Superintendent's executive staff, with the approval of the Superintendent, may utilize the services of an employee who is not within the same chain of command.

Violations of Policies and Procedures - Legal and/or Local Policy – DH

Violations of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

Visitors in the Workplace - Legal and/or Local 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.

**FORT WORTH INDEPENDENT SCHOOL DISTRICT
EMPLOYEE CODE OF ETHICS
AND STANDARDS OF CONDUCT**

The “Shall Nots” Statement

No employee or his/her spouse or family member shall intentionally/knowingly:

1. Accept or solicit any benefit, gift, favor, service, compensation, or thing of value from any person, group or business entity that could be interpreted, or might reasonably be expected to influence or impair the employee’s independence of judgment in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence the employee’s impartiality.

Additional Instructions: Although some embarrassment might be involved, gifts other than those of nominal value should be returned to the donor with an appropriate explanation of policy. State law (Penal Code 36.10) defines nominal value as less than \$50.00, excluding cash or a negotiable document. However, it is recommended that even gifts of nominal value should be declined and accepted only on an infrequent basis. Lunches with vendors are not encouraged and are permissible only if there is a legitimate business purpose. Use of District facilities for a business meeting is preferred.

Accepting trips financed by a vendor or prospective vendor may result in misinterpretation of the relationship between the vendor and the District employee. Therefore, an employee may accept such trip invitations only after receiving permission from the Superintendent or designee. However, an employee is not prohibited from accepting transportation, lodging, or meals in connection with a conference or similar event in which the employee renders services, such as addressing an audience or engaging in a seminar, to the extent those services are more than merely perfunctory.

2. Disclose any confidential information gained by reason of the employment position concerning the property, operations, policies or affairs of the District, or use such confidential information to advance any personal interest, financial or otherwise.

3. Make personal investments that could reasonably be expected to create a substantial conflict between the employee’s private interest and the public interest.

4. Accept other employment, compensation or engage in a business or professional activity that could reasonably be expected to impair the employee’s independence of judgment in performance of official duties or create a conflict between the employee’s private interest and the public interest.

5. Write a personal letter on District stationary or use other District equipment or resources for personal business or gain.

Warning Signs of Ethical Impropriety

Every employee of the District is responsible for adhering to the ethical standards prescribed in this Orientation Booklet and the Employee Code of Ethics and Standards of Conduct administrative regulation.

District employees owe a responsibility to the public in the performance of their duties. Public trust requires that employees avoid even the appearance of impropriety or of a conflict of interest between their professional responsibilities and their personal business interests.

Warning Signs: *You're on Thin Ethical Ice When you Hear:*

- a. "Well, maybe just this once . . ."
- b. "No one will ever know . . ."
- c. "It doesn't matter how it gets done as long as it gets done."
- d. "It sounds too good to be true."
- e. "Everyone does it."
- f. "Shred that document."
- g. "We can hide it."
- h. "No one will get hurt."
- i. "What's in it for me?"
- j. "This will destroy the competition."
- k. "We didn't have this conversation."
- l. "You didn't hear this from me."
- m. "Off the record."

Quick Quiz - *When In Doubt, Ask Yourself:*

- a. How will it look in the newspaper?
- b. Am I being fair and honest?
- c. Will my action stand the test of time?
- d. How will I feel about myself afterwards?
- e. Are my actions legal?
- f. Will I sleep soundly tonight?
- g. What would I tell my child to do?
- h. How would I feel if my family, friends, and neighbors knew what I was doing?

Employees shall comply with the code of ethics and standards of conduct set out in this Orientation Booklet that impose duties, requirements, or standards pertaining to their status as District employees. This Orientation Booklet does not provide all the information pertinent to conduct and ethics, and employees must assume the responsibility for acquiring the knowledge necessary to perform and comply as expected. Additional sources for employee policies, procedures, and regulations are: the Employee Handbook and the District Policy Manual, both online on the FWISD website: www.fortworthisd.org; and the Administrative Regulations in the First Class email system. The FWISD Policy Manual is also online on the TASB website: www.tasb.org. For additional information or resources regarding FWISD's policies and procedures, you may also contact your supervisor.

Employee Welfare

Asbestos Management Plan - Legal and/or Policy – CKA

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for all District property. A copy of the District's management plan is kept in the Central Services Department and is available for inspection during normal business hours.

Bad Weather Closing - Legal and/or Local Policy – CKC

The District may close schools because of bad weather or emergency conditions. The Superintendent, or designee, shall make the official decision concerning the closing of the District's facilities. When it becomes necessary to close schools, start late or release students early, local radio and television stations shall be notified by school officials.

Emergencies - Legal and/or Local Policy – CKC

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

Employee Welfare, Right to Know Communications - Legal and/or Local Policy – DI

The District will post and maintain the appropriate notices in compliance with the laws of the Texas Board of Health in the workplace: Hazmat, Right to Know, Hazardous Communications, etc.

Additionally, the District will provide education and training for employees using, training, or handling hazardous chemicals. A chemical list that includes required information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds or as determined by the Texas Board of Health for certain highly toxic or dangerous hazardous chemicals will be kept by the District.

New or existing stocks of hazardous chemicals shall be labeled according to the law with the intensity of the chemical and appropriate hazard warnings.

Pest Control Treatment - Legal and/or Local Policy – DI

Notices of planned pest control treatment will be posted in District buildings 50 hours before treatment begins. Notices are generally located in an area of common access. Pest control information sheets are available from campus principals or facility managers upon request.

Safety - Legal and/or Local Policy – CK

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

- Observe rules
- Keep all 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 the Student Affairs Department at 817-871-2884.

Workers Assistance Program

Confidential help and counseling is available to all benefits-eligible employees and their immediate family members through the FWISD worker's assistance provider, Workers Assistance Program (WAP). Please make use of this valuable "free of charge" benefit provided by Fort Worth ISD for the welfare of its employees. For complete details please read the letter on the following page provided by Michael Steinert, the Coordinator for Family and Community Resources.



Student Services Department
Workers' Assistance Program (WAP) Letter

Dear Fort Worth ISD benefits-eligible employees and their family members:

There are many factors that contribute to your well-being and to promoting balance between work and home life. Therefore, Fort Worth ISD makes available to benefits-eligible employees and their family members a **Workers Assistance Program (WAP)** as a resource to assist you in addressing these concerns.

The **WAP** can provide you with **confidential** advice, counseling and referral services on a variety of issues. The **WAP** is available to assist employees and their families that are experiencing the normal, everyday challenges of life such as:

- Marital Issues
- Family Relationships Difficulties
- Depression/Anxiety
- Grief and Loss
- Stress
- Work-Related Concerns
- Financial and Legal Concerns
- Drug or Alcohol Related Problems
- Other Personal Concerns

The services provided by the **WAP** are **free of charge** and **confidential**. You may contact the **WAP** directly and do not need authorization from Fort Worth ISD administration or your insurance provider. We encourage you to make use of these services whenever you feel it is necessary.

Fort Worth ISD has contracted with **Alliance Work Partners** to provide our **WAP** services. **WAP** counselors are readily available to you away from our premises for counseling or referral to other professionals where this is indicated. When you have a need to contact **WAP**, simply call **1-800-343-3822** to arrange for an appointment. You are eligible for (3) counseling sessions per person per fiscal year. Helpful and informative newsletters called "**EAP Payroll Stuffers**" and "**Working Solutions**" from **WAP** will also be provided on a monthly basis via your FWISD e-mail news beginning in May of 2004.

The **Workers Assistance Program** provides a convenient way for you to obtain professional assistance in strict confidence. We hope you will feel free to use this benefit if you need assistance.

A handwritten signature in black ink, appearing to read "Michael Steinert", written over a horizontal line.

Michael Steinert, MA, LPC

**Coordinator, Family and
Community Resources**
(817)-871-2495
mstei@ftworth.isd.tenet.edu

Leaves and Absences

Legal and/or Local Policy – DEC

FWISD offers employees, other than substitute or temporary, paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require a leave of absence of more than 20 days should call 817-871-2226/ 2227 or visit the Employee Relations Dept. for counseling about leave options, continuation of benefits, and communicating with the District. Employees anticipating a leave of absence of more than 20 days are required to appear in person at the Employee Relations Dept. to fill out a Form 100 and additionally, must “clear” through the Health Services Dept. before returning to work from an illness related leave. Employees must have a physician’s release noting the diagnosis, restrictions, and date the employee may return to work.

Health care benefits for employees on paid leave or on Family Medical Leave will be paid by the District. The District does not make benefit contributions for employees who are not on active payroll status. Employees who take an unpaid leave of absence that is not covered by FMLA may continue their insurance benefits at their own expense. Employees on Family Medical Leave, in a no pay status, will be notified by Employee Benefits of the need to continue insurance premiums in order to retain coverage.

Any employee who is absent more than two days due to a personal or family illness must submit a written statement or release from a qualified health care provider confirming the specific dates and fitness to return to work.

Personal and local sick leave is earned on an annual basis for most employees. Hourly employees who are entitled to personal leave accrue sick leave as it is earned. Leave is available for the employee’s use on the first day of employment for most employees and as it is accrued for hourly employees. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

Assault Leave

Assault leave provides income and benefits protection to anyone who is injured as the result of a physical assault suffered during the performance of his or her job. The employee must submit a written request for the assault leave to the Employee Relations Division, who will investigate the assault claim. An employee who is granted assault leave may take the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave or counted against the employee’s family and medical leave entitlement and must be coordinated with workers’ compensation benefits.

Note: On investigation of the claim, the District may change the assault leave status and charge the leave against the employee’s accrued sick leave or against the employee’s pay if insufficient accrued sick leave is available.

Bereavement Leave

Full-time and part-time, not substitute or temporary, employees of the District are eligible for bereavement leave. Employees may use up to five (5) workdays per occurrence, subject to the

approval of the District. However only one (1) day shall be permitted at no loss of state or local leave. This paid leave shall be limited to five (5) occurrences in two (2) year cycles. If the leave exceeds one (1) day, then it shall be charged to personal leave. Up to four (4) consecutive days of state personal leave and/or District sick leave may be used for this purpose. Use of state leave and/or District sick leave for other purposes shall continue to be in accordance with District policies. If vacation, state personal leave and/or District sick leave days are not available, up to three (3) days per year of Discretionary Bereavement Leave may be used at a loss of appropriate substitute pay. (See the Discretionary Bereavement Leave policy below)

Immediate family is defined as the employee's:

1. Spouse;
2. Son or daughter, including biological, adopted, or foster child; a current son or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis;
3. Parent, stepparent, current parent-in-law, or other individual who stands in loco parentis to the employee;
4. Sibling, stepsibling, current sibling-in-law;
5. Grandparent, grandchild, spouse's grandparent; and
6. Any person residing in the employee's household at the time of illness or death.

The absence shall not extend beyond seven (**7**) consecutive calendar days; inclusive of holidays and fall, winter, spring and summer breaks. Bereavement leave may begin on the day of the death, or any day prior to and including the day of the funeral, at the employee's discretion. The employee shall report the absence to the automated absence reporting system. The principal or immediate supervisor or appropriate designee shall also be notified. A written statement shall be submitted indicating the number of days absent and the relationship of the deceased. The statement will be kept on file by the principal, supervisor or appropriate designee and a copy sent to the payroll office. Proper documentation must be provided for all bereavement leave.

Bereavement Leave – Discretionary

Full-time or part-time District employees (not substitute or temporary) are eligible to use discretionary bereavement days as follows:

To be used in the event of death in the immediate family only after all other available leave has been exhausted. The duration is three days per year for full-time employees; part-time employees are entitled to days earned pro-rata consistent with their part-time employment. This leave is paid with the loss of appropriate substitute pay. The employee shall report the absence to the automated absence reporting system. The principal, immediate supervisor or appropriate designee shall also be notified. A written statement shall be submitted, indicating the number of days absent and the relationship of the deceased. The statement shall be kept on file by the principal or immediate supervisor or their designee and a copy sent to the payroll office.

Court Appearances

Employees will receive leave with pay without loss of accumulated leave to comply with valid subpoenas to appear in a civil, criminal, legislative, or administrative proceeding related to District business. Employees must report back to duty upon release if four or more hours are left in the workday. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay if no personal leave is available. Employees must submit documentation of their need for leave for court appearances.

Family and Medical Leave

Employees who work in a District that employs at least 50 employees within a 75 mile radius, 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 up to 12 weeks of unpaid family and medical leave each fiscal school year (*Sept. 1st –Aug. 31st*) for the following reasons: *The birth, adoption, or foster placement of a child; to care for a spouse, parent, or child with a serious health condition or; because an employee's serious health condition.* In some circumstances, with approval, family and medical leave may be taken intermittently in blocks of time or by reducing an employee's normal weekly or daily work schedule.

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

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family medical leave runs concurrently with all paid or unpaid medically related leaves. The District requires the use of paid leave days, if available.

When the need for family and medical leave is foreseeable, employees must provide a 30-day advance notice; when the need for leave is an emergency, employees must contact the Employee Relations Division at 817- 871-2227 as soon as possible to process their request. Employees requesting leave may be required to do the following:

- Provide 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
- Provide second or third medical opinions and periodic re-certification of the need for leave
- Provide periodic reports during the leave regarding the status and intent to return to work
- Provide medical certification from a qualified health care provider of the employee's ability to return to work at the conclusion of the leave

Employees requiring family and medical leave should contact the Employee Relations Division at 817-871-2227 for details on eligibility, requirements, and limitations.

All Employees requesting FMLA must come in person to the Employee Relations Dept. of Human Resources to fill out a Form 100 prior to going out on a Family Medical Leave.

Maternity Leave

All full-time, not substitute or temporary, District employees are granted up to six (6) consecutive calendar weeks of maternity leave. For compensation purposes, employees must use all accumulated available leave days. Once the employee's available leave days have been exhausted, the District will subsidize the employee's pay, less the cost of appropriate substitute pay, for up to four (4) consecutive calendar weeks. The combination of state personal leave, vacation, and District sick leave days and those days subsidized at loss of appropriate substitute pay shall not exceed six (6) consecutive calendar weeks. The employee shall report all leave taken to the automated absence reporting system. The employee shall also notify his/her

principal or immediate supervisor or appropriate designee and contact the Employee Relations Division in the Human Resources Dept. for the application procedure. **All employees requesting Maternity Leave must come in person to the Employee Relations Dept. of Human Resources to fill out a Form 100 prior to going out on Maternity Leave.**

Under the Family Medical Leave Act, an *eligible* employee may take up to 12 work weeks off during the District's fiscal year. Any days taken in the second six (6) weeks, which are not covered by sick leave, personal leave, or vacation days, are at no pay. Maternity leave runs concurrent with FMLA. For more information on maternity leave, please contact the Employee Relations Division at 817-871-2226/2227.

Military leave

- **Paid leave for military service.** Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.
- **Reemployment after military leave.** Employees who leave the District to enter into the United States uniformed services or are ordered to active military service may return to employment if they are honorably discharged and released within five years.

Employees who wish to return to the District will be reemployed in the same position they previously held or reassigned to a position of similar seniority, status, and pay, provided they are qualified to perform the required duties of the position. Application for reemployment and evidence of honorable discharge or release must be submitted to the Human Resources Department within 90 days of discharge or release.

Employees who serve in the uniformed services may continue their health plan coverage **at their own cost** for a period not to exceed 18 months. Employees may contact the Employee Benefits Dept. for details on eligibility, requirements, and limitations.

Petit or Grand Jury

Employees will receive leave with pay without loss of accumulated leave for petit jury service. Employees must verify service by presenting documentation of the service and must report back to duty on the day released from jury service if four or more hours remain in the workday. Pay for jury service is retained by the employee. Grand Jury service is voluntary and shall be performed without compensation. (Personal leave (not District sick leave) and vacation, if available, may be used for this service. If approved, you may also perform this service at full dock).

Regular Leave of Absence

Full-time employees, after completion of three years of service with the District, may re-request a leave of absence, not to exceed one year. The Superintendent or designee may give consideration to a leave of absence request to employees who have completed less than three years. (Please see Board policy DEC for eligibility criteria). Employees must apply in person at the Employee Relations Dept.

Reporting Leaves and Absences

Employees must follow District and department/campus procedures to report/request any leave and when appropriate complete the leave request Form 100. Employees must report all leaves and absences

on the automated absence reporting system. Please don't automatically request a substitute, rather check with your supervisor to see if a substitute is required for your position. In addition to calling the automated absence reporting system, you must also notify your immediate supervisor of the absence by 9:00 a.m. the day of the absence. Absences can also be reported on the internet by going to the Web Center at: <http://sub.fortworthisd.net/index.jsp>.

Sabbatical Leave

Sabbatical leave, for study or travel, may be requested by certified personnel who have taught not less than seven of the last eight years in the District, two of the years to be immediately prior to the time of the leave. Substitute work shall not be recognized. An employee on sabbatical leave may be compensated at a rate which is the difference between his/her scheduled salary and that of the person who replaces him/her. The employee's compensation is deferred until the year the employee returns from the sabbatical. In addition, this leave may be approved by the Teacher Retirement System for a year of service credit if pre-approved by TRS. Contact TRS for more information.

Sick/Personal Leave

Sick Leave: Full-time employees receive five to seven days of local sick leave, depending on the number of days worked. These days may be accumulated each year. For most employees, leave is accrued from the first day worked at the rate of one day per month worked in the year and given to employees at the beginning of the year. Eligible hourly employees accrue one day of sick leave per full-time month worked and may be used only after accrual. A doctor's note is required upon an employee's return to work if he/she is out more than two consecutive days on personal sick leave or family emergency leave due to illness. Previously accumulated state sick and state personal leave is available for use and may be transferred to other Texas School Districts. Sick leave can be used only in half or whole day increments. Employees who use more sick leave than they have earned, will have the cost of unearned sick leave deducted from their next paycheck.

Sick leave may be used for the following reasons only: Employee illness, illness in their immediate family, family emergency (i.e. natural disasters or life-threatening situations), death in the immediate family, and active military service. Additional sick leave is available for full-time employees through a program that allows employees to receive sick days for catastrophic illnesses or accidents. Booklets with an explanation of this benefit and the forms for applying are available upon request at your work site or by calling the District's Health Services Dept.

Personal Leave: State law requires that full-time employees receive up to five days of paid personal leave a year. A day of earned personal leave is equivalent to an assigned workday. There is no limit on accumulation of state personal leave, it is transferred to all Texas School Districts and is generally transferable to education service centers.

- This leave can be used at the employee's discretion for any purpose, including personal or family illness, family emergency, or bereavement leave.
- A notice of request shall be submitted to the principal/supervisor or designee three days in advance of the anticipated absence. Use of the leave shall be considered granted unless the employee receives notification to the contrary within 24 hours of the requested absence.
- The employee must report the leave to the automated absence reporting system.

- This leave may not be taken for more than two consecutive workdays, except with the approval of the Asst. Superintendent of Human Resources, for extenuating circumstances.
- If absent more than two consecutive days for personal illness or for family illness, employees shall submit an original statement/release from the health care provider. The statement shall contain specific dates of illness and date able to return to work.
- Use of state personal leave is not permitted on the day before or after a school holiday, inclusive of fall, winter, spring, and summer breaks; days scheduled for end of semester or end of year exams; days during the first or last week schools are in session, or days scheduled for TAKS tests, except for personal or family illness, family emergency, or bereavement leave. (Appropriate documentation will be required.)

Temporary Disability

The purpose of temporary disability leave is to provide job protection to certified, full-time employees who can't work for an extended period of time because of a temporary mental or physical disability. Pregnancy and related conditions are treated the same as temporary disability. Employees can go on temporary disability voluntarily or involuntarily. Employees placed on involuntary temporary disability leave have the right to request a hearing before the Board of Education. The employee may protest the action and present evidence of fitness to work.

Employees requesting approval for temporary disability leave must do so through the Employee Relations Dept. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a return date. If the leave is approved, the duration can be up to 180 calendar days; if not approved, the employee must return to work or be subject to termination procedures.

For Temporary Disability leaves of more than 20 days, employees must come in person to the Employee Relations Dept. of Human Resources to fill out a Form 100. Additionally, the employee, before returning to work, must report to the District's Health Services Dept. with a written notice from their health care provider confirming the employee's ability to do the job.

Employees must notify Employee Relations at least 30 days in advance prior to returning to work. Upon return to duty, the employee shall be assigned subject to availability of a position for which he/she is qualified. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year. Non-certified employees are covered under the District's Regular Leave of Absence. **Worker's Compensation:** Please see **Compensation and Benefits**.

General Procedures

Personnel Records - Legal and/or Local Policy – GBA

Most District and personnel records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to the following information by completing Part III of the Employee Information Form and returning it to the Employee Records: Address, Phone number, Social Security number; and Information Regarding Family Members.

- **Name and Address Changes:** Name changes require a completed Personnel Information Form 101 and a copy of a social security card in the new name. Address and other personal information changes are also handled by completing a Form 101. Forms are available online and at the Employee Benefits Department.

Please note that name changes for employees who pay into the Teacher Retirement System are handled ***in person*** at the Employee Benefits Department, while address changes are handled both in person and by mail. Name and address changes for non-TRS employees may be completed at the Human Resources Reception Desk or may be mailed to Employee Records.

- **Change in Status:** Certain events in an employee's life such as death of a spouse, marriage, divorce, childbirth, etc. may require changes in status. If an employee needs to change his or her name, add a spouse/child to insurance, or change a beneficiary, the employee must go to the Employee Benefits Department with proof of the "qualifying event." Note: Changes to insurance must be made within 30 days of the "event".
- **Summer Address:** An employee of the District on less than a 12 month contract shall file with the Human Resources Department at the end of each school year a summer address for the months of June, July, and August if it differs from the permanent address. An Employee Information Form 101 must be completed and sent to the Employee Records Division. If an employee makes an address change for the summer, another Form 101 must be filled out to change it back before school starts.
- **W-4 Changes:** Are handled in person only at the receptionist desk in Human Resources. A picture ID is required.

Purchasing Procedures - Legal and Local Policy – CH

Requests for purchases must be submitted electronically to the Purchasing Dept. with the appropriate approvals. Purchases, charges, or commitments to buy goods or services for the District cannot be made without a PO number. The District will not reimburse or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact the Purchasing Dept. at 817-871-2156 for additional information on purchasing procedures.

School Calendars

There are two calendars for the 2006-2007 school year on the following pages - one is for the year round schools; the other is for the traditional schools. You will also find Key Calendar Dates pages for both school calendars.

TRADITIONAL SCHOOL CALENDAR

2006-07 Traditional Schools Calendar

Year-Round Schools: (Contact the school for calendar)
 Alice Carlson Applied Learning Center, Jo Kelly Applied Learning Academy

August 2006

SUN	MON	TUE	WED	THUR	FRI	SAT
		1 Loyd Day	2	3	4	5
6	7 STAFF DEVELOPMENT	8	9	10	11 Teacher Prep Day	12
13 College Day	14 College Day	15 College Day	16 College Day	17 College Day	18 College Day	19
20	21 Senior Day	22	23	24	25	26
27	28 Loyd	29	30	31 Senior Loyd		

December 2006

SUN	MON	TUE	WED	THUR	FRI	SAT
					1	2 SAT
3	4	5	6	7	8	9 ACT
10	11	12	13	14	15	16
17	18	19 Loyd Day	20 Loyd Day	21 Loyd Day	22 Loyd Day	23
24	25-29 WINTER BREAK					30
31 Christmas						

April 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
1	2	3 TAAS	4	5	6 Senior Day	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21 ACT
22	23-27 TAAS, SDAA and TAKS Testing					28
29	30					

September 2006

SUN	MON	TUE	WED	THUR	FRI	SAT
HISPANIC HERITAGE MONTH Sept. 15-Oct. 15						1 Loyd Class
3	4 Labor Day	5	6	7	8	9
10	11	12	13	14	15 Senior Culture Day	16 ACT
17	18 College Day	19	20	21	22	23
24	25	26	27	28	29 Senior Day	30

January 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
1-3 WINTER BREAK						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	

May 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
		1	2	3	4	5 SAT
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		

October 2006

SUN	MON	TUE	WED	THUR	FRI	SAT
1	2	3 Loyd Day	4	5	6	7
8	9 Columbus Holiday	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 Senior Loyd				

February 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
BLACK HISTORY MONTH						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
					1	2 SAT
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

November 2006

SUN	MON	TUE	WED	THUR	FRI	SAT
NATIVE AMERICAN INDIAN MONTH						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					

March 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
					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						

July 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
1	2	3	4 Independence Day	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				



Calendar Key

- Holidays - No School
- ◆ Staff Development Days - No School
- ★ Teacher Preparation Days - No School
- ⊗ Snow Days - No School unless days used
- ⊕ 240-Day Employees Work
- TAKS/SDAA/TAAS Testing
- (Six weeks begins
-) Six weeks ends
- { Semester begins
- } Semester ends

August 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
			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	

Recommended by Calendar Committee 12/15/05
 FWISD Board Approved 02/14/06
 TEA Approval 03/22/06

Revised 05/17/06

TRADITIONAL SCHOOL CALENDAR KEY DATES Error! Bookmark not defined.

Recommended by Calendar Committee 12/15/05
 FWISD Board Approved 02/14/06
 TEA Approved 03/22/06

2006-07 Traditional Schools KEY CALENDAR DATES

First Day of School Monday, August 14, 2006
 Last Day of School Friday, May 25, 2007

HOLIDAYS

Labor Day Holiday Monday, September 4, 2006
 Columbus Day Holiday (240-Day Employees Work) Monday, October 9, 2006
 Thanksgiving Holiday (240-Day Employees Work Nov. 20 & 21) Monday, November 20 - Friday, November 24, 2006
 Winter Break Thursday, December 21, 2006 - Wednesday, January 3, 2007
 Martin Luther King Holiday Monday, January 15, 2007
 Spring Break Monday, March 12 - Friday, March 16, 2007
 Snow Days (240-Day Employees Work) Friday, April 6 & Tuesday, May 29, 2007 (if needed)
 Memorial Day Holiday (240-Day Employees Work) Monday, May 28, 2007
 Independence Day Holiday Wednesday, July 4, 2007

STAFF DEVELOPMENT DAYS

Monday, August 7 - Thursday, August 10, 2006
 Friday, September 29 & Friday, November 10, 2006
 Friday, January 5 & 26, 2007
 Friday, March 2, 2007

TEACHER PREPARATION DAYS

Friday, August 11, 2006
 Monday, January 4, 2007
 Tuesday, May 29, 2007
 Wednesday, May 30, 2006 (if 2nd snow day needed)

SIX WEEKS GRADING PERIODS

1st Six Weeks 29 days August 14 - September 22, 2006
 2nd Six Weeks (1 staff dev. waiver day) 29 days September 25 - November 3, 2006
 3rd Six Weeks (1 staff dev. waiver day) 28 days November 6 - December 20, 2006
 { } Fall Semester 86 days
 4th Six Weeks (2 staff dev. waiver day) 30 days January 5 - February 16, 2007
 5th Six Weeks (1 staff dev. waiver day) 34 days February 19 - April 13, 2007
 6th Six Weeks 30 days April 16 - May 25, 2007
 { } Spring Semester 94 days

Total Instructional Days - 180 (Includes 5 Staff Development Waiver Days)

TAKS TESTING DATES

Tuesday, February 20 Gr. 3 Reading, Gr. 3 Spanish Reading, Gr. 4 Writing, Gr. 5 Reading, Gr. 5 Spanish Reading, Gr. 7 Writing, Gr. 9 Reading, Gr. 10 ELA (English Language Arts), Exit Level ELA
 Monday, April 2 LAT Gr. 5 Math
 Tuesday, April 3 Gr. 5 Math, Gr. 6 Spanish Math
 Monday, April 16 LAT Gr. 3-4 Math, LAT Gr. 6-8 Math, LAT Gr. 10 Math
 Tuesday, April 17 Gr. 3-4 Math, Gr. 3-4 Spanish Math, Gr. 6-8, 10 Math, Gr. 6 Spanish Math
 Wednesday, April 18 Gr. 4 Reading, Gr. 4 Spanish Reading, Gr. 6-8 Reading, Gr. 6 Spanish Reading, Exit Level Math; Retest Gr. 3 Reading, Gr. 3 Spanish Reading, Gr. 5 Reading, Gr. 5 Spanish Reading
 Thursday, April 19 Gr. 5 Science, Gr. 5 Spanish Science, Gr. 8 Science, Gr. 9 Math, Gr. 10 Science, Exit Level Science
 Friday, April 20 Gr. 8 Social Studies, Gr. 10 Social Studies, Exit Level Social Studies
 Tuesday, May 15 Retest Gr. 5 Math, Gr. 5 Spanish Math
 Tuesday, June 26 Retest Gr. 5 Math, Gr. 5 Spanish Math
 Wednesday, June 27 Retest Gr. 3 Reading, Gr. 3 Spanish Reading, Gr. 5 Reading, Gr. 5 Spanish Reading
 TAKS Exit Level (Retest) ELA, Math, Social Studies, Science - October 17-20, February 20-23, April 17-20, July 10-13
 TAAS Exit Level (Retest) Writing, Math, Reading - October 17-19, February 20-22, April 17-20, July 10-13

ADDITIONAL TESTING DATES (Subject to Change upon finalization of testing schedule from TEA)

SAT Testing Saturdays: October 14, November 4, December 9, January 27, April 10, May 5, June 2
 PSAT Testing Wednesday, October 18 and Saturday, October 21
 ACT Testing Saturdays: September 16, October 28, December 9, February 10, April 14, June 9
 Advanced Placement May 7 - 11 & May 14 - 18
 SDAA II Testing February 20- Gr. 4, 7 & 10 Writing, Gr. 10 ELA; February 21 - Gr. 9 Reading, Gr. 10 Reading; April 17 - Gr. 3-10 Math; April 20 - Gr. 3-8 Reading

YEAR SCHOOL ROUND CALENDAR

2006-07 Year-Round School Calendar

Year-Round Schools: (Contact the school for calendar)

Alice Carlson Applied Learning Center; Jo Kelly, Applied Learning Academy

August 2006

SUN	MON	TUE	WED	THUR	FRI	SAT
		1 Lopez Day	2	3	4	5
6	7	8 STAFF DEVELOPMENT			10 Teacher Prep Day	11
13 Carnegie	14 Lopez Day	15 Carnegie	16 Lopez Day	17 Harris	18 Harris	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2006

SUN	MON	TUE	WED	THUR	FRI	SAT
					1	2 SAT
3	4	5	6	7	8	9 ACT
10	11	12	13	14	15	16 Lopez Lopez Class
17	18	19	20 10 Day Teacher Redesign	21 WINTER BREAK		22
24	25 WINTER BREAK					30
31						

April 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8 Lopez Breakday	9 Lopez Day	10 Lopez Day	11	12	13 Break Day	14 ACT
15	16	17	18	19	20	21
22	23 TAAS, SDAA and TAKS Testing					28
29	30					

September 2006

SUN	MON	TUE	WED	THUR	FRI	SAT
		1 HISPANIC HERITAGE MONTH Sept. 15-Oct. 15				
3	4 Columbus Holiday	5	6	7	8	9
10	11	12	13	14	15 Harris Holiday	16 ACT
17	18 Columbus	19	20	21	22	23
24	25	26	27	28	29 Lopez	30

January 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
	1 WINTER BREAK					6
7	8	9	10	11	12	13
14	15 Students Return	16	17	18	19	20
21	22 Harris Holiday	23	24	25	26	27
28	29	30	31			

May 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12 SAT
13	14 Advanced Placement Testing					19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2006

SUN	MON	TUE	WED	THUR	FRI	SAT
1	2	3 Lopez	4	5	6	7
8	9 Columbus Holiday	10	11	12	13	14
15	16-19 TAAS and TAKS Retesting				20	21
22	23	24	25	26	27	28
29	30	31				

February 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
	1 BLACK HISTORY MONTH					3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Lopez's Holiday	21	22	23	24
25	26	27	28	29	30	31

June 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
					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

November 2006

SUN	MON	TUE	WED	THUR	FRI	SAT
1 NATIVE AMERICAN INDIAN MONTH						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20-24 THANKSGIVING BREAK				25	26
27	28	29	30			

March 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
					1	2
4	5-9 Intercession Extended Year 8 a.m. - 12:30 p.m.				10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	32

July 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
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				

Calendar Key

- Holidays - No School
- Staff Development Days - No School
- Teacher Preparation Days - No School
- Snow Days - No School unless days used
- 240-Day Employees Work
- TAKS/SDAA/TAAS Testing
- () Reporting Period begins
-) Reporting Period ends
- { } Semester begins
- { } Semester ends

August 2007

SUN	MON	TUE	WED	THUR	FRI	SAT
		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	



100 N. University Drive
 Fort Worth, Texas 76107
 817.871.2000
 www.fortworthisd.org

Recommended by Calendar Committee 12/15/05
 FWISD Board Approved 02/14/06
 TEA Approved 03/22/06

Revised 05/17/06

YEAR ROUND SCHOOL CALENDAR KEY DATES

Recommended by Calendar Committee 12/15/05
 FWISD Board Approved 02/14/06
 TEA Approved 03/22/06

2006-07 Year-Round Schools KEY CALENDAR DATES

First Day of School	Monday, August 14, 2006
Last Day of School	Monday, July 11, 2007
HOLIDAYS	
Labor Day Holiday	Monday, September 4, 2006
Columbus Day Holiday (240-Day Employees Work)	Monday, October 9, 2006
Thanksgiving Holiday (240-Day Employees Work Nov. 20 & 21)	Monday, November 20 - Friday, November 24, 2006
Winter Break	Thursday, December 21, 2006 - Wednesday, January 3, 2007
Martin Luther King Holiday	Monday, January 15, 2007
Spring Break	Monday, March 12 - Friday, March 16, 2007
Snow Days (240-Day Employees Work)	Friday, April 6 & Tuesday, June 12, 2007 (if needed)
Memorial Day Holiday (240-Day Employees Work)	Monday, May 28, 2007
Independence Day Holiday	Wednesday, July 4, 2007
EARLY DISMISSAL (1/2 DAY)	Wednesday, December 20, 2006
INTERSESSIONS (One week each semester)	October 16-20, 2006 and March 5-9, 2007
STAFF DEVELOPMENT DAYS	Monday, August 7 - Thursday, August 10, 2006
STAFF DEVELOPMENT WAIVER DAYS	Friday, September 29 & Friday, November 10, 2006 Friday, January 5 & 26, 2007 Friday, March 2, 2007
TEACHER PREPARATION DAYS	Friday, August 11, 2006 Monday, January 4, 2007 Tuesday, June 12, 2007 Wednesday, June 13, 2007 (if 2nd snow day needed)

REPORTING PERIODS	
1st Reporting Period	43 days August 14 - October 13, 2006
2nd Reporting Period	44 days October 23, 2006 - January 12, 2007
{ } Fall Semester (3 staff dev. waiver days)	87 days
3rd Reporting Period	48 days January 16 - April 5, 2007
4th Reporting Period	45 days April 9 - June 11, 2007
{ } Spring Semester (2 staff dev. waiver days)	93 days
Total Instructional Days - 180 (Includes 5 Staff Development Waiver Days)	

TAKS TESTING DATES

Tuesday, February 20	Gr. 3 Reading, Gr. 3 Spanish Reading, Gr. 4 Writing, Gr. 5 Reading, Gr. 5 Spanish Reading, Gr. 7 Writing, Gr. 9 Reading, Gr. 10 ELA (English Language Arts), Exit Level ELA
Monday, April 2	LAT Gr. 5 Math
Tuesday, April 3	Gr. 5 Math, Gr. 6 Spanish Math
Monday, April 16	LAT Gr. 3-4 Math, LAT Gr. 6-8 Math, LAT Gr. 10 Math
Tuesday, April 17	Gr. 3-4 Math, Gr. 3-4 Spanish Math, Gr. 6-8, 10 Math, Gr. 6 Spanish Math
Wednesday, April 18	Gr. 4 Reading, Gr. 4 Spanish Reading, Gr. 6-8 Reading, Gr. 6 Spanish Reading, Exit Level Math; Retest Gr. 3 Reading, Gr. 3 Spanish Reading, Gr. 5 Reading, Gr. 5 Spanish Reading
Thursday, April 19	Gr. 5 Science, Gr. 5 Spanish Science, Gr. 8 Science, Gr. 9 Math, Gr. 10 Science, Exit Level Science
Friday, April 20	Gr. 8 Social Studies, Gr. 10 Social Studies, Exit Level Social Studies
Tuesday, May 15	Retest Gr. 5 Math, Gr. 5 Spanish Math
Tuesday, June 26	Retest Gr. 5 Math, Gr. 5 Spanish Math
Wednesday, June 27	Retest Gr. 3 Reading, Gr. 3 Spanish Reading, Gr. 5 Reading, Gr. 5 Spanish Reading

TAKS Exit Level (Retest)	ELA, Math, Social Studies, Science - October 17-20, February 20-23, April 17-20, July 10-13
TAAS Exit Level (Retest)	Writing, Math, Reading - October 17-19, February 20-22, April 17-20, July 10-13

ADDITIONAL TESTING DATES (Subject to Change upon finalization of testing schedule from TEA)

SAT Testing	Saturdays: October 14, November 4, December 9, January 27, April 10, May 5, June 2
PSAT Testing	Wednesday, October 18 and Saturday, October 21
ACT Testing	Saturdays: September 16, October 28, December 9, February 10, April 14, June 9
Advanced Placement	April 30 - May 4 and May 7-11
SDAA II Testing	February 20- Gr. 4, 7 & 10 Writing, Gr. 10 ELA; February 21 - Gr. 9 Reading, Gr. 10 Reading; April 17 - Gr. 3-10 Math; April 20 - Gr. 3-8 Reading

Termination of Employment

Dismissal or Non-Renewal of Contract Employees

Legal and/or Local Policies – DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary, term, and continuing contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in District policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. Time lines/procedures to be followed when a suspension, termination, or non-renewal occurs will be provided with the written notice given to the employee. Information on time lines and procedures can be found in Board Policy DF and DFBB. For reduction in force (RIF) procedures can be found in Board Policy DFF Local.

Dismissal of At-Will Employees - Legal and/or Local Policy – DCD

FWISD adheres to the common-law doctrine of at-will employment. In this vein, employees may be dismissed with or without notice and with or without cause. However, the District is committed to dealing with its employees fairly and ethically while maintaining efficiency and productivity. Further, it is unlawful for the District to dismiss any employee for reasons based on race, religion, national origin, disability, sex, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights.

At-will employees suspended without pay or dismissed from employment with the District are entitled to request a review of the action taken. The timelines and procedures to be followed by the employee in requesting a review are found in Local Policy DCD or can be requested through the Human Resources' Department of Employee Relations.

Exit Interviews and Procedures - Legal and/or Local Policy – DC

An exit interview questionnaire that provides the District with feedback on the employment experience will be provided to all employees leaving the District. Information on the continuation of benefits and records request(s) will be provided at this time. Employees leaving the District are asked to provide a forwarding address and phone number. All District keys, books, property, and equipment must be returned upon separation from employment. The District reserves the right to withhold the cost of any unreturned items from the final paycheck.

Reports to the Commissioner - Legal and/or Local Policy – DF

The Superintendent will report the dismissal or resignation of a certified employee to the Texas Commissioner of Education by if there is reasonable evidence that the employee's conduct involves any of the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor.
- 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.

Resignations - Legal and/or Local Policies – DF, DFE

Employees may resign at any time convenient to the District and as set forth below:

- **Contract Employees**

Teachers may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Human Resources Department. Contract employees may resign at any other time with the approval of the Board of Trustees. Resignation without the consent of the Board may result in disciplinary action by the State Board for Educator Certification. Non-teaching contract employees should give a 15 working day notice during term of contract.

- **At-Will Employees**

At-will 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. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so. Additionally, while at-will employees are not required to give notice, the District would appreciate a two- week notice if possible.

- **Resignation by Conduct**

District employees who are absent from the workplace for four consecutive workdays, without authorized leave or proof of incapacity, shall thereby be deemed to have effectively submitted his or her resignation to the District. Once documented, accepted and processed, the resignation may not be withdrawn without consent of the Board of Trustees or its designee. The employee and the employee's supervisor will be notified by the Asst. Superintendent of Human Resources of the resignation by conduct and its acceptance.

Retirements - Legal and/or Local Policy – DEG

All personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Texas Teacher Retirement System (TRS). Substitutes and part-time employees who work at least 90 days a year are eligible for TRS membership and to purchase a year of creditable service for each year worked. TRS provides members with an annual statement of their account showing all deposits and total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Please see Service Records and Credit, Page 15, for further details on the purchase of Service Credit for Certified Substitute Teaching and Part-Time Service.

Employees planning to retire under TRS should notify the Employee Relations Division at 817-871-2227 as soon as possible to obtain the application procedures. Additional inquiries may be addressed to: Teacher Retirement System of Texas (TRS), 1000 Red River Street, Austin, TX 78701-2698, or call 1-800-223-8778 or 512-542-6400.

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