



# **ARLINGTON ISD EMPLOYEE HANDBOOK 2018 – 2019**

**For more information contact:  
Human Resources Customer Service  
Phone - 682-867-7290**

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# Employee Handbook Receipt

## Acknowledgement Tear-Sheet (May be acknowledged electronically)

This Signature Page will be available for employees to complete and acknowledge electronically. If it is necessary to complete a paper version, the acknowledgement form is to be completed by the employee and given to the Principal/Supervisor who is responsible for keeping it on file. The Principal/Supervisor should give the employee a copy of the Signature Page for the employee's records also. Questions concerning information presented in the handbook should be submitted to the Principal/Supervisor.

I acknowledge that I have received the Arlington ISD Employee Handbook and I know how to access the Arlington Independent School District Employee Handbook located on the AISD website. I also understand how to access all of the Board policies via the Board Policy Online link or the Board of Trustees page at <http://www.aisd.net/district/board/> and that I am responsible for reading, understanding, and complying with the procedures, guidelines, and requirements contained in this Handbook.

I verify that I can print a copy of this handbook if I desire a hard copy or I may request a hard copy from my supervisor. I understand it is my responsibility to familiarize myself with the contents of this handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this handbook. As the district provides updated policy or procedure information, I accept responsibility for reading and abiding by the changes. I understand that this handbook intends no modifications to contractual relationships or alterations of at-will employment relationships.

Please indicate your choice by checking the appropriate box below:

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

I choose to receive a hard copy of the employee handbook to be provided by my supervisor.

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

Employee's Legal Name: \_\_\_\_\_

Please Print

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

Campus Assignment: \_\_\_\_\_

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# Employee Technology User Agreement (District Network and Internet Resources)

(May be acknowledged electronically)

I \_\_\_\_\_ understand that as an employee or agent of the Arlington Independent School District, any confidential information (written, verbal, electronic, or other form) obtained during the performance of my duties must remain confidential. By my signature below, I acknowledge that I understand that this information is strictly confidential. I agree to protect the confidentiality of this information.

Access to confidential data will only be allowed while serving in this official capacity. Access will be terminated at the end of my respective employment or project responsibilities.

This access may include student data, finances and financial projections, business and technical information, drawings and/or illustrations and other information for Arlington ISD students and staff.

I understand that I may receive requests for access to or copies of the information to which I will have access. I will not provide this information to others during my tenure with the district or at any time thereafter without an appropriate release authorized through the district's legal department.

I acknowledge and understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality. If I fail to protect this information, I will be subject to legal action up to, and including termination.

By my signature below, I agree that any use of the network and Internet under my user ID or account will be consistent with the Network and Internet Use Policy [CQ (LOCAL)] policy. **I understand that district employees have the authority to, and will monitor network usage, including electronic messages sent and received to ensure compliance with the policy.** Furthermore, I understand that I am responsible for any transactions that occur under my user ID or account and that any violation of the district's policy will be considered misconduct and a violation of the employee standards of conduct.

\_\_\_\_\_  
Employee's Legal Name, Printed

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Emp. ID #

\_\_\_\_\_  
Campus

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# Introduction and Notices

The purpose of this Employee Handbook is to inform you of important information about your employment in the district and about working with students of the Arlington ISD. This handbook does not replace the school district's board-adopted policy manual, which contains all the official policies that govern the operation of the district and your employment in the district. However, the information, rules, and standards set out in this handbook are also expectations for conduct and performance. This handbook is not a contract, and the District can make changes to it at any time.

Nothing in this handbook supersedes or contradicts any district policy or changes any aspect of the employment relationship between you and the District or any terms and conditions of that relationship. All District employees serve on an at-will basis unless they have received, signed, and returned a contract authorized by the Board of Trustees or an employment agreement authorized by the Board of Trustees or the superintendent.

***The District's Board Policies and Strategic Plan and goals can be found on the [District's website](#).***

We have tried to make this handbook easy to read and understand. When we say "you" or "your," we mean the employee; when we say "we" or "our," we mean the school district.<sup>1</sup>

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<sup>1</sup> AISD would like to thank the leaders of ATPE, TSTA and UEA for their cooperation and assistance in reviewing and sharing in the ongoing review and preparation of this handbook.

# District Information

## Beliefs, Vision, Mission, Goal, & Cultural Tenets

### Beliefs

- Our success depends upon...
  - A commitment by all to a clear and focused vision.
  - Effective teaching and leadership.
  - A positive culture that promotes continuous improvement by all.
  - An engaged community.
- Our students can excel.

### Vision

The AISD will be a premier school district and a leader in education.

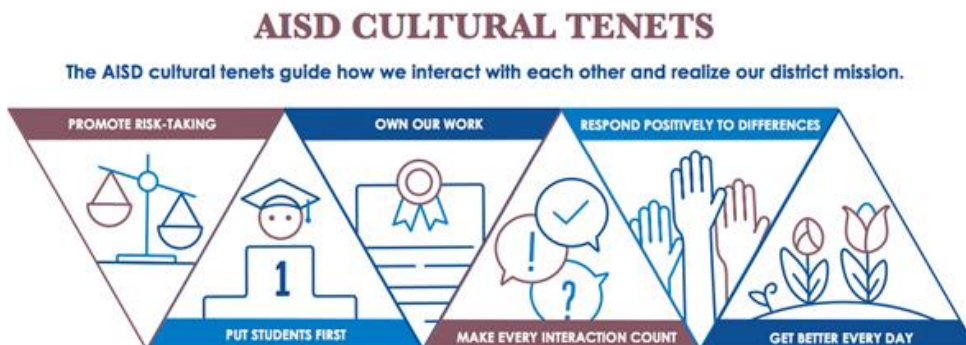
### Mission

The mission of the Arlington Independent School District is to empower and engage all students to be contributing, responsible citizens striving for their maximum potential through relevant, innovative and rigorous learning experiences.

### Goal

100% of AISD students will graduate exceptionally prepared for college, career and citizenship.

### Cultural Tenets



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## **Board and Administration Information**

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Trustees serve three-year terms. Elections are staggered so that not all positions are voted on the same year. Trustees serve without compensation, must be registered voters, and must reside in the district.

### **Board of Trustees**

- Dr. Aaron Reich, President
- Mr. John Hibbs, Vice President
- Ms. Kecia Mays, Secretary
- Ms. Polly Walton, Board Member
- Ms. Melody Fowler, Board Member
- Mr. Justin Chapa, Board Member
- Mr. Bowie Hogg, Board Member

Regular board meetings are held throughout the year according to a schedule adopted by the board. Most meetings are held in the Board Room in the J.W. Counts Administration Building at 1203 W. Pioneer Parkway in Arlington. The board has the option to change the meeting schedule, call a meeting at any time throughout the year as needed, or change the location of a meeting. All special meetings are announced in compliance with public notice requirements. Texas law permits the board to go into a closed session under limited circumstances to deliberate confidential topics from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters (including employee complaints), security matters, student discipline, or consulting with attorneys regarding pending litigation.

All meetings are open to the public and employees are encouraged to attend if they have an interest in the topics for a particular meeting. Agendas will be posted no less than 72 hours before a meeting at the central administrative office and on the district's website: [www.aisd.net](http://www.aisd.net). Comprehensive information may be obtained at the following website: <https://www.aisd.net/district/board/>.

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## **Administration**

### **Superintendent**

Dr. Marcelo Cavazos

### **Chief Financial Officer**

Cindy Powell

### **Chief Academic Officer**

Dr. Steven Wurtz

### **Assistant Superintendent of Administration**

Michael Hill

### **Assistant Superintendent of Technology**

Chad Branum

### **Assistant Superintendent of Human Resources**

Scott Kahl

### **Senior Area Superintendent**

A. Tracie Brown

### **Area Superintendent**

Dr. Christi Buell

### **Area Superintendent**

Beth Hollinger

### **Area Superintendent**

Dr. Theodore Jarchow

### **Executive Director of Communications & Marketing**

TBD

The Arlington ISD encourages employees to seek resolution of employment issues at the lowest possible level. See the section on Complaints and Grievances for information on how, where, and when to present a formal complaint.

# School Calendar



## 2018-2019 Calendar

AUGUST 2018						
S	M	T	W	T	F	S
				1	2	3
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	

SEPTEMBER 2018						
S	M	T	W	T	F	S
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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						

OCTOBER 2018						
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28	29	30	31			

NOVEMBER 2018						
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11	12	13	14	15	16	17
18	19♦	20♦	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
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16	17	18 <sup>a</sup>	19 <sup>b</sup>	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Legend

- Student/Staff Holiday..... ○
- First/Last Day of School..... —
- Semester Start/End..... { }
- Exams/Early Dismissal (secondary students).... @
- Begin/End Grading Period..... ( )
- Teachers New to Profession Report..... •
- Teachers New to AISD Report..... #
- Staff Development/Student Holiday..... ◆
- Teacher Prep./Student Holiday..... ^
- Staff Exchange Days..... ..
- Inclement Weather Makeup for Staff..... \*
- Early Dismissal (elementary students)..... >

### Important Dates

- August 6..... Teachers New to Profession Report
- August 8..... Teachers New to AISD Report
- August 13..... All Teachers Report
- August 13 – 17..... Teacher Prep./Staff Dev.
- August 20..... First Day of Classes
- September 3..... Holiday
- October 8..... Holiday
- November 19 – 20..... Staff Development
- November 21 – 23..... Holidays
- December 18 – 19..... Exam Days – Jr. & Sr. highs
- December 19..... End of First Semester
- December 20 – January 4..... Winter Break
- January 7..... Teacher Prep. Day
- January 8..... Second Semester Begins
- January 21..... Holiday
- February 18..... Holiday
- March 11 – 15..... Spring Break
- April 19..... Holiday
- May 27..... Holiday
- June 3 – 4..... Exam Days – Jr. & Sr. highs
- June 4..... Last Day of Classes
- June 5..... Teacher Work Day
- June 6 – 7..... Staff Weather Makeup

If no weather days are used, students' last day will be May 31, and June 3 and 4 will become teacher work days.

### School Hours

- Prekindergarten..... 8:10 a.m. – 11:16 a.m. or 12:29 p.m. – 3:35 p.m.
- Elementary (K–6)..... 8:20 a.m. – 3:35 p.m.
- Junior High (7–8)..... 8:55 a.m. – 4:10 p.m.
- High School (9–12)..... 7:35 a.m. – 2:50 p.m.

### Early Release Hours

- Prekindergarten..... 8:10 a.m. – 10:10 a.m. or 10:20 a.m. – 12:20 p.m.
- Elementary (K–6)..... 8:20 a.m. – 12:20 p.m.
- Junior High (7–8)..... 8:55 a.m. – 12:55 p.m.
- High School (9–12)..... 7:35 a.m. – 11:35 a.m.

- First Semester Instructional Days..... 81
- Second Semester Instructional Days..... 97
- Total Instructional Days..... 178

Approved 1/18/18

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28		

MARCH 2019						
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24	25	26	27	28	29	30
31						

APRIL 2019						
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21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	T	F	S
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26	27	28	29	30	31	

JUNE 2019						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019						
S	M	T	W	T	F	S
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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			

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# Employment

## Equal Opportunity Employer

Policies [DAA](#), [DIA](#)

The Arlington ISD is an Equal Opportunity Employer and does not discriminate in employment based on sex, race, color, religion, national origin, age, disability, status as a veteran, sexual preference, genetics, or any other legally protected status.

The District's Title IX coordinator is Michael Hill, 682-867-7340, 1203 W. Pioneer Parkway, Arlington, TX. Our ADA Coordinator is Scott Kahl, 682-867-7433, 1203 W. Pioneer Parkway, Arlington, TX. Employees with disabilities may contact the ADA coordinator to initiate interactive reasonable accommodation plans when necessary or appropriate.

## Human Resources Records

We will maintain records about you at both the campus/department and central administrative offices. You have the responsibility to make sure that all required records, including your official service record, certificates, licenses, professional development records, and the like are submitted to the appropriate offices when requested. If you have a name or address change during the school year, you must make corresponding changes through the online [TEAMS](#) Employee Service Center System within five business days. We will use the address and phone number on file to contact you with official communications, so it is critical that you keep such information current.

Under the Texas Public Information Act, and because you are a public employee, most of the records we have and keep related to your employment, including your salary, are available to anyone upon written request. Please indicate in the online Employee Service Center within [TEAMS](#), whether you wish your home address, emergency contact information, telephone numbers, and information about your family members to be held as private by the district. Official written evaluations for teachers and certified administrators and other documents that evaluate certified teachers or administrators are confidential and will not be released. If we receive a request for copies of your personnel records, we will consult with the school district's attorneys to determine which records must be released and will take the necessary steps under the Public Information Act to withhold records that are confidential.

Professional employees who obtain additional certification(s) while employed with the District must update those certification(s) within their Employee Service Center. If you agree to obtain additional certification at our request, you must submit transcripts and

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certification testing registration forms and test results related to that additional certification to the central office via email to [HRcustomerservice@aisd.net](mailto:HRcustomerservice@aisd.net).

The following personnel records are maintained either electronically or physically by the central administrative offices and/or department supervisors.

**All Employees:**

- Application
- References
- Signed employee notices, including Drug-free Workplace
- Completed I-9 Form
- Completed W-4 Form
- Teacher Retirement System enrollment form
- Evaluations, directives, reprimands, and any written responses by employees
- Employee medical leave requests and approval forms
- Service record and any required attachments

**Professional Employees:**

- Credentials (valid Texas certificate or permit)
- Copies of official college transcripts
- Employee-signed contract of employment or employment agreement, if applicable
- Evaluations not maintained on Eduphoria, directives, reprimands, and any written responses by employees

**Educational Aides:**

- Certification
- Official transcripts of any college work

**Bus Drivers:**

- Proof that applicant is at least 21 years of age
- Proof of valid driver's license
- Pre-employment drug-screening test
- Post-offer employment physical
- Driver's license check and proof of safe driving record
- Valid driver training certificate
- Previous employers' alcohol-and drug-screening test information

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## Job Posting and Selection

### Policy [DC](#)

Board policy [DC \(Legal\)](#) requires posting of certified positions. In addition, the District will post job openings for non-certified positions for a minimum of 5 work days prior to offering the position. The interview and consideration process may begin immediately following posting, but all qualified candidates should be considered who express interest through the 5 work day posting period. Candidates will be selected based on the knowledge, skills, and abilities required for the position. Only those candidates with the strongest qualifications may be selected for an interview.

When a campus or department is undergoing a reorganization supported by Human Resources, there may be movement opportunity only available to current employees of that campus or department. In these cases, Human Resources will instruct the principal or manager how to communicate those opportunities to internal staff.

There may also be times when only internal district employees are eligible to apply for an open position. These cases will be identified on the respective posting.

**Temporary to Full-Time Positions:** There may be cases where a department or campus employs an individual in a temporary capacity and later determines the need and budget for a full-time position. While temporary and/or substitute positions do not need to be posted, conversions to regular full-time positions do require posting. Although the temporary employee may apply to the posted position, internal qualified applicants who apply during the posting period should also be considered.

All current district employees are eligible to apply for other jobs in the district, but we will not consider any applicant for any position who does not meet the minimum requirements posted for the position. If a current employee is selected for an interview, then the employee will be notified and an interview time scheduled.

For non-certified positions, job postings may include a 'degree equivalency' standard. In those particular postings, candidates who have not completed the required degree may satisfy the minimum job requirements with a minimum of four years full time work experience directly relevant to the position. This candidate's work experience may not be double counted for the experience requirements of the position and as a degree equivalency. Example: A non-certified position that requires a Bachelor's degree and three years of experience. If the candidate has not completed his/her bachelor's degree, he/she must have four years of directly related full time experience to satisfy the bachelor's degree requirement and an additional 3 years of experience to satisfy the experience requirement. No credit is provided for partially completed degrees. This equivalency standard only applies when included in the posting for a non-certified position.

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## Employment after Retirement

Policy [DC](#)

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

## Contract and Noncontract Employment

Policy [DC series](#)

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

**Probationary Contracts.** Full-time professional employees entitled by statute to a contract who are new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts.

The probationary period may be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a contract should be given.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses may be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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

## **Certification and Licenses**

*Policies [DBA](#), [DF](#)*

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

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

## **Recertification of Employment Authorization**

*Policy [DC](#)*

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization.

## **Searches and Alcohol and Drug Testing**

*Policy [CQ](#), [DHE](#)*

The district reserves the right to search in the workplace, including accessing an employee's desk, file cabinets, computers, or work area, to obtain information needed for usual business purposes. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the

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right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas, including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

**Employees Required to Have a Commercial Driver's License.** Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

We are required to make a report to Texas Department of Public Safety if you test positive for alcohol or drugs, refuse to provide a specimen for testing, or provide an adulterated, diluted, or substitute specimen for testing. If you have questions about the details of the drug testing program for employees, talk to your supervisor and also see policy [DHE \(LEGAL\)](#) and [\(LOCAL\)](#).

## **Health Safety Training**

*Policies [DBA](#), [DMA](#)*

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

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## Reassignments

Policy [DK](#)

All employees are subject to assignment and reassignment. At the campus level, the principal will ultimately determine your assignment. The superintendent can make assignments and reassignments between campuses and positions. Teachers may be assigned to any teaching assignment for which they are qualified. Involuntary assignments requiring additional qualifications will be appropriately supported by the district with adequate time and resources.

You will receive a copy of the job description for your assignment at the beginning of your employment or when your job description changes. Your principal or supervisor can assign additional duties if needed in order to make sure that the campus or department is running effectively and efficiently. Ordinarily, you will not receive any additional compensation for those duties, except as may be necessary to provide compensatory time for non-exempt employees.

## Transfers

Policy [DK](#)

If you are qualified for a position, you can request a transfer to another campus or department for the following school year by applying for the requested position. Teachers and teaching assistant positions may only request transfer during the annual staffing process window that occurs each spring unless the position sought is a promotion. Employees new to the district or new to their position are typically not eligible to be considered for a transfer during the first 90 days. This restriction does not apply to campus employees requesting a transfer for the following school year. Under state law, the principal of the receiving campus has the authority to approve or reject all staff assigned to his or her campus. If the principal or hiring manager has interest in your transfer application, you will be contacted directly regarding the interview process. The superintendent or designee has final placement authority for a teacher transferred because of enrollment shifts or program changes.

The superintendent or designee has the authority under state law and district policy to transfer or reassign any employee in the district.

## Workload and Work Schedules

Policies [DEAB](#), [DK](#), [DL](#)

**Professional Employees.** Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each

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year designating the work schedule for teachers and all school holidays. Notice of work schedules, including start and end dates and scheduled holidays will be distributed each school year.

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

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

The workday is not the same as the instructional day. Principals may set hours of work for employees that require you to be on duty before daily instruction begins and after daily instruction ends. Exempt employees may be required to work beyond the school workday hours. The minimum school workday for campus employees is shown on the chart below.

Level	School Hours		Teacher/Counselor		Educational Aide		Office SNE	
	Start	Dismiss	Start	End	Start	End	Start	End
Pre-K (a.m.)	8:10	11:16	8:10	3:50	8:10	3:40	7:50	4:20
Pre-K (p.m.)	12:29	3:35	8:10	3:50	8:10	3:40	7:50	4:20
Elementary	8:20	3:35	8:10	3:50	8:10	3:40	7:50	4:20
Junior High	8:55	4:10	8:45	4:25	8:45	4:15	8:25	4:55
High School	7:35	2:50	7:25	3:05	7:25	2:55	7:30	4:00
Alt Campuses	Hours Vary By Program							

If you wish to leave campus during the school day for any reason other than taking a duty-free lunch, you must receive permission from the principal or your direct supervisor and sign out indicating the time and purpose for leaving campus and sign in when you return.

## Breaks for Expression of Breast Milk

Policies [DEAB](#), [DG](#)

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other

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than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

## **Notification to Parents Regarding Qualifications**

*Policies [DK](#), [DBA](#)*

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

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

## **Outside Employment and Tutoring**

*Policy [DBD](#)*

You are free to have employment outside the district so long as those duties do not interfere with your performance of duties for the district and are not inconsistent with your position in the district. Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest. However, if you are using family medical leave, temporary disability leave, or any other type of medical leave under our policies, you may not work at any other employment during that leave. Teachers may not privately tutor their own students for pay during the school year.

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## Performance Evaluations

Policy [DN series](#)

All employees will be evaluated or appraised in writing by their supervisors. Reports, correspondence, and memoranda also can be used to document performance information. You will have an opportunity for a conference with your supervisor to discuss your evaluation and expectations for performance. An important part of your supervisor's job is overseeing and assessing employee performance throughout the school year, and your supervisor may provide written documentation to you relating to your performance as he or she determines appropriate.

Teachers are appraised using the Texas Teacher Evaluation and Support System (T-TESS) and will receive orientation to the system early each school year. Teachers appraised with T-TESS are required to complete T-TESS Teacher Orientation prior to being appraised by their supervisor. T-TESS orientation will not count toward the 12-hour exchange (non-contract) day requirement. The calendar for T-TESS appraisals is found on the following page. Alternative Certification teachers may have additional requirements based upon their program's agreement with the district. You may contact Human Resources or the Legal Department for more information regarding Alternative Certification appraisals.

# T-TESS Calendar

## Arlington Independent School District

### T-TESS Calendar 2018-2019

APPRAISAL ACTIVITIES	DATES
<b>Deadline for new-hire training and annual T-TESS procedures review</b> (Late hires complete training/procedure review within 3 weeks of start date)	August 17, 2018
<b>Formal observations begin</b>	September 11, 2018
<b>Deadline for goal setting conferences</b> (Conference required for a teacher in the first year of appraisal under the T-TESS or for teachers new to the district)	October 1, 2018
<b>Deadline for completion of formal observation of <i>probationary</i> teachers</b>	November 30, 2018
<b>EOY conferences may begin</b>	March 4, 2019
<b>Deadline for completion of formal observations</b> (Except late-hires)	March 22, 2019
<b>Deadline for completion of EOY conferences</b>	April 26, 2019
<b>Written Summative Report completed <i>after</i> EOY conference</b>	Released to teachers within ten (10) days <i>after</i> conference
<b>Final date to release Summative Report</b>	May 10, 2019
<b>All appraisal process tasks must be finalized on or before this date</b>	May 31, 2019

**Formal T-TESS observations may not be conducted on the following days:**

- During the two weeks following the day of completion of T-TESS orientation
- During administration of standardized tests
- On the days before and after a school holiday:
  - August 31 & September 4
  - October 5 & 9
  - November 16 & 26
  - December 19 & January 8
  - January 18 & 22
  - February 15 & 19
  - March 8 & 18
  - April 18 & 22
  - May 24 & 28

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## Employee Involvement / Committees

Policies [BQA](#), [BQB](#)

Our district and campus site-based committees provide a valuable service to the district and the campus. As part of the district's planning and decision-making process, employees are elected to serve on Site-Based Decision-Making Committees (SBDM) and a District-Level Instructional Decision-Making Committee (DIDC). Plans and detailed information about the shared decision-making process are available in each campus office or from the Transformational Learning Department.

## Professional Learning and Exchange Time

Policy [DMA](#)

To support the achievement of high academic standards by all students, Arlington ISD is committed to research-based professional learning experiences that advance the knowledge, skills, dispositions, and practices of teachers, administrators and instructional personnel. The Professional Learning Department promotes a system of professional learning aimed at bringing together the goals of the state, district, and schools, as well as individual educators. Throughout the school year and including the summer months, professional development opportunities are available to strengthen effective teaching and learning so that students' performance is positively impacted. A [Professional Learning decision tree](#) has been designed as a resource to support with determining how to proceed with Eduphoria Credit Requests.

## Requirements for Teachers

During the [2018-2019 school year](#), Arlington ISD will continue the implementation of an **Exchange Time Professional Learning Program (ETPLP)** to allow teachers to pursue professional learning opportunities aligned to a district, campus, or T-TESS educational goal in exchange for two (2) paid days off in November, specifically November 19 and 20, 2018. Details regarding exchange time requirements for teachers during the 2018-2019 school year follow:

- In exchange for the two (2) instructional days waived in November, teachers must complete professional learning courses/sessions equaling 12 total credit hours during non-contractual time. Non-contractual time includes weekends, holidays, and after school or summer hours [outside of the teacher's designated contracted instructional day](#).
- The twelve (12) hours of exchange time are satisfied by successfully completing off-contract professional learning courses/sessions that are
  - pre-approved by the teacher's supervisor (campus appraiser),

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- aligned to a district, campus, and/or T-TESS educational goal. Goals are recorded in [Eduphoria Strive](#) as part of the T-TESS appraisal cycle.
- related to the teacher's current assignment and not classified as a condition for employment.

Note: The New-to-AISD Professional Learning Sessions, including the First Year Teacher Academy, scheduled for August 6 – August 9, 2018, are eligible for exchange time.

- Teachers can accumulate exchange time credit (hours) by engaging in professional learning opportunities conducted face-to-face or online. A variety of professional learning opportunities are provided by the district and are published in [Eduphoria Strive](#). Eduphoria Strive is continually being updated, so teachers are encouraged to visit the system regularly.
- Out-of-district professional learning sessions/courses pre-approved by the teacher's supervisor (campus appraiser) and meeting TEA rules and guidelines may be considered for credit. Out-of-district sessions attended without prior approval may be submitted in [Eduphoria Strive](#), but without any guarantee of exchange time credit being awarded. For out-of-district professional learning sessions to be eligible for exchange time credit,
  - documentation of pre-approval from the supervisor utilizing the [Approval to Attend Professional Learning Outside AISD form](#)
  - proof of attendance in the form of an official certificate of completion with the following information on the certificate as outlined by TEA:
    - The Provider's Name & CPE Continuing Professional Education Number
    - The Educator's Name
    - The date and content of the activity
    - The number of clock hours that count toward satisfying CPE requirements must be submitted through Eduphoria Strive. Directions for submitting out-of-district credit requests are published in the Eduphoria User's Guide released in the fall.
- All professional learning must be recorded in [Eduphoria Strive](#) for exchange time credit to be awarded.
  - Record of attendance at district or campus face-to-face professional learning sessions/courses is achieved by
    - enrolling in a session/course through Eduphoria Strive,
    - participating in the enrolled session/course, and
    - signing the sign-in sheet as evidence of your participation.

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- Evidence of completion of in-district and out-of-district online professional learning sessions/courses is achieved by completing the steps outlined in the Eduphoria User’s Guide released in the fall.
- Eduphoria Strive serves as the official record of the exchange time requirement being met.
- The annual window for accruing exchange time begins the first Monday in June following the last day of school (June 11, 2018), thru the last day in April (April 30, 2019). During the 2018-2019 school year, exchange time must be earned by Tuesday, April 30, 2019. Courses completed between May 1 and June 9, 2019 are not eligible for exchange time.

**Exchange time credit may be accumulated between  
June 11, 2018 and April 30, 2019**

**Incomplete.** Employees who do not meet the 12-hour exchange time requirement are docked at their daily rate of pay. Deductions are applied to June paychecks, and processed in full-day increments, not hourly.

**Process.** Documentation of professional learning goals and completion of professional learning requirements associated with exchange time will be managed in Eduphoria Strive. The Individual Professional Learning Plan (IPLP) form used in previous years has been discontinued. It is no longer the process teachers will follow to document the award of exchange time credit; instead, teacher transcripts in Eduphoria Strive will serve as the official record of exchange time credits awarded.

**Eligibility Criteria.** Professional learning sessions/courses meeting the following criteria are eligible to be considered for exchange time:

- Professional learning approved by the supervisor in advance of participation in the session
- Data-driven professional learning aligned with a district, campus and/or T-TESS goal
- Professional learning related to the current teaching assignment
- Professional learning received outside of school hours (e.g. before or after school, Saturdays, holidays, and summer vacation), garnered in increments of no less than one (1) hour
- Professional learning received outside of the school district and outside of the school day, whether or not the district has paid for the registration (i.e., Region 11 ESC, other districts’ trainings, content-related professional development sessions at conferences, etc.)

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- Department, campus, or staff professional learning provided outside of the school day (Note: Meetings, such as department, lead teacher, lesson planning, or other types of meetings DO NOT qualify for exchange time.)
- Professional learning related to any of the four (4) domains of the Texas Teacher Evaluation and Support System (T-TESS)
- Professional learning for which no pay supplement is paid to the employee
- Professional learning that is NOT part of a college, university course, or certification program

Please keep in mind that the types of professional learning sessions/courses approved may vary from campus to campus depending on district, campus or T-TESS aligned goals. Principals reserve the right to direct professional development toward campus/district initiatives.

## **Frequently Asked Questions: Exchange Time**

### **Exchange Time Guidance for Non-Instructional Staff**

The district provides two (2) paid exchange days (12 hours) for eligible professional staff to attend professional learning during non-contract (off-duty) time by participating in workshops, conferences, seminars, summer, evening, and weekend learning opportunities, when pre-approved, completed during non-contractual hours, and aligned to a district, department, campus or T-PESS goal. **Both the immediate supervisor and the non-instructional staff member are responsible for maintaining records of exchange time requirements being met.**

#### **Exempt Employees**

- Campus Administrators (principals, deans, and assistant principals) and District Professionals (specialists, coordinators, directors, executive directors, and executive staff) shall complete a minimum of twelve (12) non-contract clock hours of eligible professional learning during the professional learning calendar year or shall use two (2) personal days.

#### **Non-exempt Employees**

- With the exception of classroom teaching assistants, campus and District paraprofessionals shall complete a minimum of twelve (12) non-contract clock hours of eligible professional learning during the professional learning calendar, complete a combination of approved compensation time equivalent to two (2) days, or use two (2) personal days. District and campus non-exempt employees include, but are not limited to, secretaries, receptionists, and clerks.

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### **Part-time Staff**

- All part-time campus staff working twenty (20) hours or more with students in an instructional setting must complete the full professional learning requirement. Employees on special contracts should consult the Payroll Department to verify contract terms.

## **SBEC Professional Learning Requirements**

Educators are responsible for maintaining a record of Continuing Professional Education (CPE) credits and submit evidence of completion of CPE credits only when specifically requested by TEA for audit purposes.

The CPE requirements for each class of certificate are as follows:

- classroom teachers must complete 150 clock hours every five years
- dyslexia CPE training is required for educators who teach students with dyslexia and must include new research and practices in educating students with dyslexia
- counselors, learning resource specialists/librarians, educational diagnosticians, superintendents, principals, and assistant principals must complete 200 clock hours every five years

An educator must complete a total of 150 or 200 clock hours of continuing professional education every five (5) years. A classroom teacher who also holds a principal certificate would need a total of 200 clock hours to renew both the teacher and principal certificates.

To allow maximum flexibility for educators to identify appropriate CPE activities to meet individual needs, CPE clock hours can be accrued through the following:

- workshops, conferences, in-service or staff development delivered by an approved registered provider;
- undergraduate and graduate coursework through an accredited institution of higher education, with one semester credit being equivalent to 15 CPE clock hours;
- interactive distance learning, video conferencing, or online activities;
- independent study, not to exceed 20% of the required clock hours;
- development of curriculum or CPE training materials;
- presenting CPE activities, not to exceed 10% of the required clock hours;

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- serving as a mentor, not to exceed 30% of the required clock hours; and
- serving as an assessor for the principal assessment, not to exceed 10% of the required clock hours.

Only those CPE activities from approved registered providers will be recognized for Standard Certificate renewal purposes. Educators must complete the required total number of CPE hours each five-year renewal period. It is recommended that at least five (5) CPE hours each year be devoted to the content area for each certificate being renewed.

## **Statutory Required Training**

Compliance training for employees is made available through a learning management system platform called *Safe Schools*. Employees have individual access to the system with a syllabus of courses reflective of requirements for their position. The campus principal or department manager will provide guidance for accessing and completing training modules. For additional information, employees may contact the Human Resources Department.

## **Inappropriate Supervisor/Subordinate Relationships**

Policy [DIA Local](#)

In order to protect the dynamics of the workplace and to foster a positive work environment for all employees, Arlington ISD prohibits dating, pursuit of a personal relationship, or entering into a relationship between a supervisor and a subordinate. The burden to prohibit initiation of a personal relationship with subordinates rests upon the supervisor and as such constitutes prohibited conduct. ([DIA Local](#))

An example of an unacceptable supervisory relationship would be when a supervisor is in the position to evaluate his or her own family member or member of the same household.

The District reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved.

## **Nepotism**

Policies [DBE](#), [DCD](#), [BBFB](#), [BBBD](#), [FB](#), [DIA](#)

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The District will consider a member of an employee's immediate family for employment if the applicant possesses all of the qualifications for employment for the position. An immediate family member may not be hired, however, if the employment would (a) violate state law and the district's nepotism policy; (b) create either a direct or indirect supervisor/subordinate personal relationship; (c) create an actual conflict of interest or the appearance of a conflict of interest, or; (d) cause family members to work within the same department or at the same campus. These criteria will also be considered when assigning, transferring or promoting an employee. For purposes of letters (b)-(d), "immediate family" includes the employee's spouse, partner, brother, sister, mother, father, grandfather, grandmother, uncle, aunt, niece, nephew, stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

Employees who marry or become members of the same household may continue employment as long as there is not *i*) direct or indirect supervisor/subordinate relationship between the employees or *ii*) an actual conflict of interest or the appearance of a conflict of interest or *iii*) cause family members to work within the same department or at the same campus. Should current employees marry or become members of the same household (and a direct or indirect supervisor/subordinate relationship violation has not occurred) the District will attempt to find a suitable position within the district to which one of the affected employees may transfer. This is also contingent upon no actual or perceived conflict of interest as determined by the district. If accommodations of a transfer are not feasible, the affected employees will be permitted to determine which of them will resign.

Any exceptions to these guidelines must be approved by the department director and HR. Written justification for the exception must be submitted to HR prior to any employment decisions. Supervisor/subordinate relationship exceptions will not be considered. Staff hired prior to the 2015-2016 school year have already been exempted from these guidelines as they apply to family members working on the same campus or in the same department for their current assignment.

The District reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved.

## **Duty-free Lunch**

### *Policy [DL](#)*

All full-time teachers, librarians, and nurses will receive at least a 30-minute lunch period free from all duties and responsibilities connected with the instruction and supervision of students. Teachers, librarians, and nurses may leave campus, provided they sign out and return within the allotted 30 minutes. If we are experiencing a

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personnel shortage, economic conditions that limit our ability to hire lunchroom monitors or support staff for this purpose, or in unforeseen circumstances because of illness, epidemic, or natural or man-made disasters, we may have to assign teachers, librarians, and nurses to supervise students during their lunch no more than one day per week. We will make efforts, though, to provide lunch room supervision using parent volunteers, support staff, or administrators so that teachers, librarians, and nurses can be provided a duty-free lunch each school day.

## **Faculty/Staff Meetings/Special Campus Events**

Your principal will routinely schedule meetings for all teachers and other professional staff and sometimes for all staff as part of your contractual obligations. Such meetings include Open House, Meet the Teacher night, Faculty/Staff general meetings, ARDs, 504 meetings, and similar professional meetings. These meetings will usually be in late afternoon or evening after students have been released for the day. Important information about district and campus operations and programs at the campus are communicated in these meetings, which also provide an opportunity for employees to communicate ideas and issues to the administration. Many of these meetings include parents and are critical opportunities for us to solicit their support as partners in the education process. You must attend these meetings unless you have contacted the principal in advance and received permission to be absent. Reasonable efforts will be made to minimize these meetings while still meeting the educational objectives of the campus.

## **Conference Period**

*Policy [DL](#)*

All full-time teachers will receive planning periods totaling at least 450 minutes within each two-week period in blocks not less than 45 minutes. The purpose of the conference period is for teachers to plan and prepare instruction, to grade student work, to hold meetings with parents. **You are required to use your conference period for the stated purpose.** Without prior approval from your direct supervisor you will not be permitted to leave campus during your conference period to run errands, keep doctor or other appointments, or for any other purpose. For safety and/or security reasons, the campus principal may require a teacher to oversee another teacher's classroom during a conference period to provide for an unexpected absence or other administrative reason.



## Summer Programs

Summer school teachers must be under contract with AISD for the following school year to be eligible to teach summer programs. Summer positions will be posted through Human Resources and interested internal applicants may apply. Administrator and teaching positions for summer programs will be compensated as incremental duties through a stipend. Hourly positions such as teacher assistants will be paid on an hourly basis. Current district employees selected to work summer programs and who are compensated on an hourly basis must complete their current assignment before beginning work on summer programs.

## Compensation and Benefits

### Salaries, Wages, and Stipends

*Policies [DEA](#), [DEAA](#), [DEAB](#)*

The board of trustees annually adopts or approves salary and pay systems for all classes of employees in conjunction with the annual budget adoption process. We do not pay anyone on a daily basis. Non-exempt employees are paid based on the hours worked within a pay period or on a monthly salary basis; contractual or exempt employees are paid on a monthly salary basis. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule. The superintendent or designee will make decisions about where to assign individual employees within the ranges and positions set in the systems.

The Human Resources department will notify you at the beginning of the school year if your pay rate or status has changed from the prior school year. **This notice is not a contract; it is provided for your information only.** If we discover during the school year that either you or we made an error in that information, we will adjust your remaining salary or pay to correct the error. This correction during the payment term may increase or decrease your regular pay check.

Employees with 10- or 11-month contracts or assignments will have a portion of their monthly salary set aside each month to provide a regular paycheck during the one or two months in the summer when they are not actively providing service to the school district. This is known as annualizing compensation. All other employees are paid for hours actually worked during a pay period and will not have pay set aside for this purpose.

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A separate compensation manual including salary ranges and processes is available to employees through the AISD Human Resources website. It is each employee's responsibility to review the accuracy of their pay regularly through the online employee service center in TEAMS. Any issues or concerns should be brought to the attention of payroll and/or human resources immediately. If an error is identified, it will be corrected dating back to the beginning of the current fiscal year if applicable.

## **Paychecks and Automatic Deposit**

Policy [CFEA](#), [CRG](#)

We pay professional and salaried employees monthly. Hourly employees are paid every two weeks. As a benefit to employees, we provide direct deposit or pay card options for your paycheck. Contact the Payroll Department for more information about the automatic payroll deposit service.

## **Payroll Deductions**

Policy [CFEA](#)

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

- Teacher Retirement System of Texas (TRS)
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Court ordered child support and spousal maintenance, if applicable
- Court ordered delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include but not limited to:

- Deductions you are required to pay to maintain health insurance coverage for yourself and any dependents, if you have chosen to participate in the district's health plan;
- Deductions you have elected to pay for optional insurance coverage, (i.e. dental, life, vision, disability insurance);
- Deductions you have elected to pay for optional personal investments;
- Deductions you have elected to pay for higher education savings plans or prepaid tuition programs, and;
- Charitable contributions to include AISD Education Foundation, United Way, etc.

Salary deductions are automatically made for unauthorized or unpaid leave.

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## **Overtime/Compensatory Time**

Policy [DEAB](#)

If you are an employee who is covered by the minimum wage and overtime requirements of the Fair Labor Standards Act, you must keep accurate records of all time worked for the district. This means that you must record on the documents or through the system that we provide the actual time that you begin work each day, the time you take for lunch, and the time you stop working each day. We generally expect that non-exempt employees will not work more than 40 hours in a work week. Employee work week schedules may vary by job assignment and function. Non-exempt schedules are included in individual employee electronic time cards.

All overtime must be approved in advance by your supervisor. Working overtime without prior authorization is insubordination and may result in the termination of your employment.

If you are salaried non-exempt, you will receive compensatory time off at the rate of 1 ½ hours of time off for every hour worked in a work week above 40 hours. You can accumulate a maximum of 60 compensatory time hours before we will require you to take compensatory time off. If you accumulate over 120 comp time hours, the district will pay you for the hours. All accrued comp time hours will be paid at termination.

## **Travel Expense Reimbursement**

Policy [DEE](#)

Before any travel expenses are incurred by an employee, the employee's supervisor and Chief Financial Officer must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

## **Work-Related Travel**

Policy [DEE](#)

Any travel on the district's behalf must be approved by the principal or departmental administrator and the business office in advance. Reservations and costs for air travel and overnight accommodations will usually be made with district credit cards through the business office. We have an approved per diem rate for meals when traveling on school business. You will not be reimbursed for any amounts in excess of the approved per diem amount. No employee may receive both a per diem allotment and reimbursement for actual meal expenses. No employee may receive a per diem allotment for meals purchased with a district credit card. We will reimburse you for

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your out-of-pocket expenses for rental cars, parking, and other approved expenses at a rate not to exceed that permitted under the state travel allowance guide, provided you submit receipts and complete the district's required travel expense form. We will not reimburse you for alcohol, taxes that the District is exempt from paying, personal charges on hotel/motel rooms such as in-room movies, or any other non-allowable charges as defined in the official AISD Travel Procedures document

When feasible, work-related travel will be in a district-owned vehicle, and we will reimburse you at the rate authorized under the state travel allowance guide for gasoline purchased with your own credit card or money. If you use your own car for approved work-related travel, we will pay you for mileage at the current approved rate, but will not reimburse you for gasoline, which is included in the mileage rate.

## **Health, Dental, and Life Insurance**

### *Policy [CRD](#)*

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth).

We will hold optional meetings with staff at the beginning of each school year to provide information about the insurance programs that are available to you. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements and available at <http://www.myaisdbenefits.net/>.

## **Supplemental Insurance Benefits**

### *Policy [CRD](#)*

At their own expense, employees may enroll in supplemental insurance programs offered through Arlington ISD. Premiums for these programs can be paid by payroll deduction. Employees should contact HR Benefits for more information.

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## **Cafeteria Plan**

*Policies [CFEA](#), [DEA](#)*

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

We will hold information sessions at the beginning of the school year to explain this program and give you the opportunity to make decisions and complete any paperwork needed to participate. New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the annual open enrollment period.

## **Workers' Compensation Insurance**

*Policy [CRE](#)*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to Risk Management Department. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

## **Unemployment Compensation Insurance**

*Policy [CRF](#)*

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

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## Teacher Retirement

We recognize that contract employees may wish to retire at the end of the first semester in order to maximize their service year's credit with TRS. Unfortunately, mid-contract retirements (those submitted after the state deadline for contract resignations) can create an adverse effect on students due to the time required to recruit a certified replacement.

In order to accommodate mid-contract retirements and minimize the impact to students, a mid-year retirement notification must be provided in writing to Human Resources no later than September 1. This will provide the district with additional time to recruit qualified and certified replacements.

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available at [www.trs.state.tx.us](http://www.trs.state.tx.us).

## Vacations and Holidays

*Policies [CRE](#), [DED](#), [DEG](#), [DECB](#), [DECA](#), [DFD](#)*

Only employees in 243+ day positions receive paid vacation. We encourage eligible employees to schedule and take vacation they have earned.

If you are in a position eligible for vacation, you will earn paid vacation days at a rate of 10 days per year up to 10 years of service, and 15 days per year for service longer than 10 years (as long as there has not been a three year or longer break in service). You are not eligible to take paid vacation until you have completed ten months of employment.

The annual district calendar published at the beginning of this handbook shows the days scheduled as paid holidays.

Vacation and Personal Leave are two separate accruals for employee time off. Eligibility for one or both is dependent on the employee's position, length of assignment, and/or contract type.

Employees are granted 10 days of personal leave in July or August of every calendar year. This time is accessible to the employee for use prior to it actually being earned. One accrued day of personal leave is earned for every 20 days worked. If an employee

resigns or is terminated after using the accrued personal leave but prior to earning it, he/she will be responsible for reimbursing the district.

Employees eligible to receive additional vacation days (243-day employees) receive those in the system in July of each year. Vacation hours must be used by the end of December in the following year (17 months later) or the remaining vacation accrual will be forfeited.

Use of accrued time off must be requested and approved by the principal or administrator/manager at least three work days in advance, unless there are extenuating circumstances. This is to allow for preparation of adequate coverage of the employee's responsibilities during their time away from work. Each day an employee is absent without prior approval is considered an attendance infraction. Accumulated but unused vacation cannot be converted into pay at termination of employment.

## **Employee Pay Classifications**

*Policy [DEAB](#)*

The district has three classifications for employee pay types: exempt, non-exempt and hourly classifications. The distinguishing factors for exempt and non-exempt classifications are consistent with the guidelines of the Fair Labor Standards Act (FLSA). The hourly classification is also a non-exempt position under the FLSA and it is entitled to the benefits provided under that legislation. The district has historically labeled our auxiliary hourly positions (e.g., food service, transportation, etc.) as hourly. (AISD uses the term 'hourly' synonymously with non-exempt.)

Whether a position is exempt or non-exempt depends on the amount of pay, how the employee is paid, the type of work that is performed, and level of supervision. An employee exempt from the ability to earn overtime pay must be paid at least \$47,476 per year, be paid on a salary basis and perform exempt job duties consistent with the FLSA.

## **Summary of Exempt Employee**

*Policy [DEAB](#)*

Teachers are exempt employees under the FLSA even if the employee is paid hourly.

Exempt employees have a contracted weekly amount of money they may earn. The district's requirement to charge absences to accrued leave balances is not a reduction in pay because the employee paycheck remains the same. The base pay of an exempt employee may not be reduced if there is no work to be performed or for partial day absences. Central Administration may dock exempt employee base pay in half-day increments. Pay also may be docked if the employee has exhausted accrued leave.

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The three categories of exempt employees are 'executive,' 'professional' and 'administrative.'

- An exempt executive regularly supervises two or more employees, has management as the primary duty of the job, and may participate in activities such as hiring, firing, promotions, or assignments.
- A professional exempt position represents work that is predominantly intellectual, requires specialized education, and requires judgment. These positions require education beyond high school and are in more academic fields than skilled trades.
- An administrative exempt position includes office or non-manual work that is directly related to management or general business operations of the employer or employer's customer and requires the exercise of independent judgment on matters of significance. Clerical work may qualify as administrative, but not qualify as exempt.

## **Rights of Exempt Employees**

Policy [DEAB](#)

An exempt employee does not have the right to earn overtime under the FLSA. An exempt employee may be required by their administrator or manager to participate in after-hours duties directly related to their job function, as overtime is a non-exempt concept that applies only to hourly workers.

The exempt employee is not required to record time away from work for personal matters in the increment of one hour. Accrued leave may be used in no less than half-day increments.

Exempt employees are not compensated additionally for hours worked beyond their normal work schedule. This additional work time may be required based on work volume, after-hours meetings and events, and professional development or training. Efforts will be made to minimize hours worked beyond normal work schedule. Additional compensation may be considered for exempt employees who are working outside of their personal contract period or in the capacity of a distinctly separate non-exempt job for the district.

Managers or administrators of exempt employees have the discretion to grant reasonable time off within a week where after-hours work has been performed. This is justified when the exempt employee has worked disproportionately more hours than their established schedule in a given day or week. Time off granted under these circumstances should always be less than the actual number of excessive hours worked in the day or week.

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## **Rights of Non-Exempt (Hourly) Employees**

Policy [DEAB](#)

Salaried non-exempt employees are eligible to earn time and one-half their regular rate of pay for each hour they actually work over 40 hours per week. The district provides this overtime pay in the accrual of compensatory time off hours. Any accrual above 120 hours will be paid out in cash. Employees will also receive the cash value of any remaining compensatory time accrual at their termination or promotion into an exempt position.

The non-exempt employees within the district who are classified as auxiliary/hourly are also eligible for time and one-half their regular rate of pay for each hour they work over 40 hours per week. This overtime pay is paid in cash in the next regularly scheduled paycheck.

Salaried non-exempt/hourly employees must use district processes and time tracking systems to accurately record hours worked. Clocking in and out must occur at your AISD work station (e.g., desk, cubicle, classroom, time clock authorized by your supervisor) unless a written exception is granted by the employee's direct supervisor. Falsification of time records for hours worked may result in disciplinary action for theft up to and including termination of employment and/or prosecution.

Overtime shall only be worked with the advance authorization of the employee's administrator or supervisor. Unauthorized overtime hours worked will still be paid, but may be subject to disciplinary action for failure to receive advance authorization.

Work performed outside of the established work area shall only occur with advance authorization from the supervisor or administrator. These hours must be recorded through the established district processes and time tracking systems. Unauthorized work outside of the established work area will still be paid, but may be subject to disciplinary action for failure to receive advance authorization.

Time away from work for personal matters such as non-work related appointments may use accrued leave balances or take the time as unpaid.

## **Payroll Process Exempt Employees**

Policy [DEAB](#)

Payroll processes for exempt employees are designed to provide a consistent pay amount in each monthly paycheck. Since the district work calendar includes periods of time off (including spring break and winter break), leveling monthly paychecks may require some payment in advance of work weeks completed. Termination or resignation of employment may require repayment for payroll advances that occurred

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as part of the normal payroll process. Please check with payroll directly to determine your personal situation as needed.

## **Employees Seeking Disability Accommodations**

*Policy [DAA](#)*

Employees with disabilities that need accommodations due to design, construction, technical or similar standards, including but not limited to Internet website accessibility guidelines shall contact the Director of HR Employee Development and Relations.

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# Leaves and Absences

Policies [DEC](#), [DECA](#), [DECB](#)

## Basic Leave Information

For salaried employees, state and local leave for the current year shall be made available for use at the beginning of the school year. For all other employees, state leave shall be made available for use at the beginning of the school year; local leave shall be available as earned.

Approved leave must be used in half workday increments for salary exempt employees. However, if an employee is taking family medical leave, leave shall be recorded in one-hour increments. Hourly employees may use leave in no less than one hour increments with manager approval. Earned comp time must be used before any available paid state and local leave. Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form.

All full-time employees receive five days of state personal leave each year. Part-time employees or those who work less than a full year receive a pro-rated number of days. Additionally, the district provides 10 days of local leave each year to employees who were hired before the 1988-1989 school year, and five days of local leave to all other employees. Refer to DEC (LOCAL) for specifics on using each kind of leave. You can always use accumulated state or local leave for your personal illness or injury or the illness or injury of an immediate family member.

With the exception of extenuating circumstances such as a last-minute illness, days taken as personal leave must be requested and approved by your supervisor as early as possible however no later than three working days in advance. You cannot use personal leave during the first or last weeks of a semester, immediately before or after a holiday, during state or local testing periods, or professional learning days. In deciding to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

Exceptions must be approved by a direct supervisor and/or an assistant/area superintendent.

We will always try to honor timely requests for personal leave that comply with policy requirements, but your principal or supervisor may modify approval if unforeseeable absences among other staff (e.g., bad weather, flu or other transmittable disease) would significantly affect the efficient and effective operation of the campus or department.

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## **Attendance and Absences**

Policy [DEC](#)

Punctual and consistent attendance at work is a fundamental requirement of your employment in the Arlington ISD. Excessive absences or repeated tardiness in reporting for duty or early departures can result in the termination of your employment.

“Excessive” absences are any that are not in compliance with our policies and procedures for taking available local, state, or federal leave, and include consistent time away from scheduled work hours that adversely affect your contribution and effectiveness. Absences due to a serious health condition certified for Family Medical Leave will not count toward excessive absenteeism. If you are going to be absent or late for work, you must contact your supervisor as soon as possible prior to the beginning of your scheduled shift. This contact must be made every time you are absent or late unless you have provided your direct supervisor or Human Resources with more specific long-term information from your treating health care provider. Teachers also have specific procedures to request a substitute.

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than three working days should call the Human Resources Compensation & Benefits Department for information about leave benefits, payment of insurance premiums, and requirements for communicating with the district.

If you are absent in excess of the number of days of paid leave you have available under district policy, you are simply absent and will not be paid for those days. Employees who are paid on a salary basis will have appropriate deductions made from the regular salary payment for absences in excess of accumulated leave. If you do not comply with AISD policies and procedure for notice of an absence or for requesting leave, you will not be paid for those days of absence even if you have leave available (e.g., FMLA, temporary disability leave).

Once all leave and all leave policy entitlements have been exhausted, your employment may be terminated if you are unable to return to work with or without reasonable accommodation.

## **Medical Certification**

Policies [DEC](#), [DECA](#)

We will ask you to provide periodic information from your treating doctor to verify the need for family medical leave or other absences for personal or family illness exceeding three days and to give us some idea of when you will be able to return to duty. In the case of family medical leave, we will provide forms for your doctor to complete. Your

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failure to provide the necessary information to us can affect your eligibility for leave and will be treated as a failure to follow district policy and procedures. We may also request medical certification when there is a questionable pattern of absences.

As necessary, when recommended by a physician, the District will consider reasonable accommodations necessary to perform the essential functions of the job. This typically requires an interactive process between the employee and District in order to determine an accommodation that is reasonable for the district and still allows the employee to perform the essential functions of the job. Employees with accommodation requests should complete a [Request for Reasonable Accommodation Form](#) and contact the [Human Resources Department](#).

A reasonable accommodation typically does not preclude the employee from performing portions of their job or reassigning portions of their job to other staff members.

The physician's documented restrictions reflect requested accommodations to the employee's job descriptions. Any environmental causes determined to contribute to the employee's condition require further analysis and interaction with qualified medical professionals in the area relevant to the perceived origin.

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

## **Medical Examinations**

*Policies [DAB](#), [DBB](#), [DEC](#)*

We have the right to and will ask you to have a medical or psychological examination paid for by the district if we believe that your condition is interfering with the performance of your regular duties or that you are a health or safety risk to yourself or others. Your failure to cooperate in this situation will be treated as a failure to follow district policy and comply with directives.

## Continuation of Health Insurance

Policies [CRD](#), [DEC](#)

Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave. Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than family and medical leave. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

## Personal Leave

Policies [DEC](#), [DECB](#)

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as state sick leave.

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor three (3) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

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## State Sick Leave

Policies [DEC](#), [DECB](#)

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in half-day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

State sick leave may be used for the following reasons only:

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

## Sick Leave Bank

Policies [DEC](#) Local

The Sick Leave Bank is an elected benefit that can only be chosen as a new employee or annually during open enrollment. Employees are eligible to remain in the Sick Leave Bank as long as they have contributed the required amount of days to the bank and they are an active part-time or full-time employee. Employees may also remain a Sick Leave Bank member up to the expiration of FMLA protected leave and / or temporary disability leave. (Maximum benefit limits do apply.) Once protected leave status is exhausted, the employee is no longer eligible for Sick Leave Bank compensation due to separation of employment. Employees with questions about Sick Leave Bank enrollment should contact the [Human Resources Department](#).

The District's Catastrophic Sick Leave Bank is for helping members who have exhausted all paid leave and vacation days in the course of a catastrophic personal injury or illness. Employees can join the Catastrophic Sick Leave bBank by donating three (3) local personal days to the bank during a new-hire event or during open enrollment. This donation is non-refundable and cannot be returned for any reason upon resigning.

## Family Medical Leave

Policies [CRD](#), [DAB](#), [DEC](#), [DECA](#), [DECB](#)

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

### Leave Entitlements

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Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

### **Benefits and Protections**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

### **Eligibility Requirements**

Employees must meet two criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and

### **Requesting Leave**

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Generally, employees must give 30-days of advance notice of the need for FMLA leave. If it is not possible to give 30-days of notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

### **Employer Responsibilities**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

### **Enforcement**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

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## Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML.

**Use of Paid Leave.** Family Medical Leave (“FML”) runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**Combined Leave for Spouses.** Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

**Fitness for Duty.** An employee that takes FML due to the employee’s own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee’s ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

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

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

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district’s share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee’s control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district’s share of premiums paid.

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**District Contact.** All communications about chronic, serious, or recurring health conditions for you or an immediate family member must be directed to a Human Resources benefits representative to ensure you receive the benefits to which you are entitled and to protect the confidentiality of the medical information you provide to us.

When you can foresee the need for planned FML, such as scheduled surgery, or scheduled medical treatments, you must notify your direct supervisor and Human Resources [Benefits Representative](#) to request the leave at least 30 days in advance. If 30 days' notice is not possible, you must inform your direct supervisor and Human Resources Benefits Representative of the need for leave at least two working days before the leave. In emergencies when the need for FML is not foreseeable, you or a close family member must notify your direct supervisor and Human Resources Benefits Representative of the need for FML as soon as practicable, generally on the same day that you are aware of the need for FML or the next business day.

Our policy requires concurrent use of FML with all other kinds of leave, so some or all of your FML may be with pay, depending on how much leave you have accumulated. If you are using FML, the HR Compensation and Benefits Department will communicate directly with you about the details of your absence. You must also continue to notify your direct supervisor of the days you are unable to be at work.

## **Temporary Disability Leave**

*Policies [DBB](#), [DEC](#), [DECA](#), [DECB](#), [CRE](#)*

The purpose of temporary disability leave is to provide job protection to full-time employees who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule and can only be for an employee's own serious health condition. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Temporary disability leave typically follows exhaustion of FMLA protected leave but is also available to employees who do not qualify for FML. Job protection under temporary disability leave following exhaustion of FML may be to an alternate position within the district if the previous position has already been filled.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. Disability leave runs concurrently with any other medically associated leave. If disability leave is approved, the length of leave for a SBEC certified employee is no longer than 180 calendar days. For a non-SBEC certified employee, the leave can be no longer than 96 calendar days.

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If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing pursuant to District Policy. The employee may protest the action and present additional evidence of fitness to work.

“When an employee is ready to return to work, the employee shall notify the [Human Resources Department](#) or his or her immediate supervisor at least 15 calendar days in advance.” The return-to-work notice must be accompanied by a physician’s statement confirming that the employee is able to resume regular duties. Certified employees returning from leave (and whose eligible Family Medical Leave has also been exhausted) will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the beginning of the following school year.

## **Workers Compensation Benefits / On the Job Injuries**

*Policies [DEC](#), [CRE](#)*

If you are injured while performing your duties for the district, you must immediately notify your direct supervisor immediately and complete a first report of the injury form so that we can comply with our responsibilities under workers’ compensation laws. We provide workers’ compensation coverage for all employees. If an injury at work causes you to be absent, it is your responsibility to inform your direct supervisor and Risk Management whether you wish to use accumulated leave in order to receive full pay during your absence to the extent of accumulated leave or whether you wish to save your accumulated leave and receive only the temporary income benefits that are available under the workers’ compensation laws. If you do not inform your direct supervisor and Risk Management of your choice, we will charge your absence to accumulated leave. If absence because of a work-related injury also qualifies as a serious health condition under FML, you will also be charged with FML during your absence.

## **Assault Leave**

*Policy [DEC](#)*

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her duties. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person’s age or mental capacity renders the person not responsible for purposes of criminal liability.

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An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation, the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available. See the section on payroll deductions for specifics.

## **Jury Duty**

Policy [DEC](#)

The district provides paid leave to employees who are summoned to jury duty. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at the court may be required.

## **Compliance with a Subpoena**

Policies [DEC](#), [DFD](#), [GBA](#)

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

## **Truancy Court Appearances**

Policy [DEC](#)

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

## Religious Observance

Policies [DEC](#), [DAA](#)

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## Military Leave

Policies [DEC](#), [DECB](#), [CRD](#), [DECA](#)

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

**Reinstatement after Military Leave:** USERRA provides that returning service-members are reemployed in the job that they would have attained had they not been absent for military service (the long-standing "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment.

**Reemployment after Military Leave:** Employees who resign from the district in order to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may apply for reemployment not later than the 90<sup>th</sup> day after the date the veteran is honorably discharged from active military service. Employees who wish to return to the district will be reemployed, provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and apply for reemployment within the time specified by law to the [Human Resources Department](#). In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance for Military Leave:** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own

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cost for a period not to exceed 24 months. Employees should contact the [Human Resources Department](#) for details on eligibility, requirements, and limitations.

## **Administrative Leave**

*Policies [DBB](#), [DFAA](#), [DFBA](#), [DFCA](#), [DEC](#), [DEAB](#)*

The superintendent can order that any employee be placed on administrative leave when he or she determines that it is in the district's best interest to do so.

Administrative leave for salaried employees is typically with pay; however, hourly employees are not paid for hours not worked.

# Employee Communications

## District Communications

Policy [GKDA](#)

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

## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities include retirement and years of service recognition, Teacher of the Year Recognition, Principal of the Year Recognition, AWARE Award Nominees and Winners, etc.



# Complaints and Grievances

Policy [DGBA](#)

AISD encourages employees to resolve concerns at the lowest possible level. We encourage you to attempt an informal resolution meeting directly with the individual involved followed by talking to your principal or supervisor; if this is not successful, the formal grievance process is available to you to address your concerns through the appropriate chain of command. By submitting an [Employee Complaint Form](#) you have the right to bring a written complaint about wages, hours, or conditions of work or if you believe that you have been harmed in some way by the violation of a law or policy. Complaints must be filed within 15 business days of the event about which you are complaining. Untimely complaints will be heard for timeliness and can be dismissed if deemed untimely. Our policy generally provides for a four-step process, beginning with the principal or immediate supervisor and ending with the Board of Trustees.

At-will employees may complain about the termination of their employment through this process, and probationary teachers whose employment is terminated at the end of a school year in the best interest of the district may also use this process to present a concern about that decision to the Board of Trustees. All other employees must use the specific processes described in law and policy to raise issues related to contract nonrenewal or termination.

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# Employee Conduct and Welfare

## Standards of Conduct

### *Policy [DH](#)*

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

- Recognize and respect the rights of students, parents, other employees, and members of the community;
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule;
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action;
- Know and comply with department and district policies and procedures;
- Express concerns, complaints, or criticism through appropriate channels;
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately, and;
- 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 law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident.

**If you are arrested for or convicted of a felony or any crime of moral turpitude, you must report that fact to your principal or immediate supervisor within three calendar days. Offenses involving moral turpitude include without limitation, theft or attempted theft of any kind, fraud of any kind, sexual offenses, any assaultive or violent offense, bribery, perjury, drug or alcohol offenses, offenses constituting abuse or neglect under the Texas Family Code, or any other offense contrary to justice, honesty, modesty, or good morals.**

The Educators' Code of Ethics applies to all district employees who hold a certificate issued by the State Board of Educator Certification. By local policy, it applies to all

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employees in the district. You should read and be familiar with the standards and expectations expressed there because these are the standards and expectations we will impose upon you.

## **Texas Educators' Code of Ethics**

Policy [DH](#)

### **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 and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

### **Professional Standards**

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

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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

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

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

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

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

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

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

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

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

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

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

**Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

**Standard 1.14** The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;

- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

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

*Policies [DH](#), [DIA](#)*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Sexual harassment is defined as any unwelcome conduct of any kind that is based on a person's sex or that would not occur but for the sex or gender of the person and that is so severe or pervasive that it deprives a person of the benefit of his or her job or education. Isolated incidents of inappropriate sexual conduct may not amount to sexual harassment, but they are still prohibited under our standards of conduct and must be reported to an administrator so that he or she can look into the situation.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

If you believe you are the victim of sexual harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Title IX coordinator or your principal to discuss the matter and perhaps to file a complaint.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is linked below:

[\*DIA \(Local\) Policy Online regarding Harassment\*](#)

We provide mandatory training periodically for all employees on how to recognize, prevent, avoid and report sexual harassment.

## Other Harassment

Policy [DH](#), [DIA](#)

We also do not allow employees to harass each other based on race, color, gender, sexual orientation, national origin or ethnicity, religion, age, disability, or any illegal reason.

Harassment on these bases includes physical, verbal, or nonverbal conduct when it is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with someone's work performance; creates an intimidating, threatening, hostile, or offensive work environment; or otherwise adversely affects someone's employment opportunities.

If you always conduct yourself in the workplace with common courtesy and respect for your co-workers, harassment will never be a problem for you. You should be sensitive to the desires of your co-workers in making or displaying personal religious expressions in the workplace and should not engage in unwelcome political or religious discussions or proselytizing in the workplace.

If you believe you are the victim of harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Title IX coordinator or your principal to discuss the matter and perhaps to file a complaint.

## Harassment of Students

Policies [DH](#), [DHB](#), [FFG](#), [FFH](#), [FFI](#)

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

See [Reporting Suspected Child Abuse](#) and [Bullying](#) for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is linked below:

[Policy DHB \(Legal\) Online regarding Romantic Relationship with Student](#)

[Policy FFA \(Local\) Online regarding Romantic Relationship with Student](#)

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## **Inappropriate Social Relationships with Students**

*Policies [DH](#), [DHB](#), [FFG](#), [FFH](#), [FFI](#)*

School employees are always in the public eye, and the expectation is that they will always observe professional boundaries in their personal relationships with students. District policy also prohibits employees from having inappropriate social relationships with students. Employees may elect not to disclose to students their personal phone number or email address. So there is no confusion or misunderstanding about the District's standards on this issue, the following interactions or communications with students will generally be considered an inappropriate social relationship:

- Communications with students, whether by telephone, email, instant message, social media, text message, or any other form of electronic or digital communication at any time, unless the communication is directly related to your assigned duties and responsibilities, e.g., the student's homework, class or team activity, school club, or other school-sponsored activity
- Inappropriate personal conversations with students about either the student's or your own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other (please refer students to appropriate authorized personnel)
- Taking or exchanging photographs of students for personal use
- Taking a student away from school during the school day without obtaining express permission of the student's parent/guardian and the principal
- Visiting students at their homes when a parent is not present or inviting a student to your home or out socially (off-campus) without prior express permission of the student's parent/guardian
- Giving gifts of a personal nature (clothing, perfume or cologne, jewelry, etc.) to students at school or at any time without the principal's and parent/guardian's knowledge and permission
- Playing favorites, e.g., allowing specific students to get away with conduct that is not permitted from other students that is not justified by differential educational requirements of that student.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be accessed online at the district portal:

[Student Welfare: Freedom from Discrimination \(FFH Local\)](#)

## **Reporting Suspected Child Abuse**

*Policies [DG](#), [DH](#), [FFG](#), [GRA](#)*

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We provide annual training to all staff on recognizing the signs of sexual abuse or other maltreatment of a child, which includes child abuse and neglect, as those terms are defined in the Texas Family Code. All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or person with a disability.

Reports to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics. If you are not certain whether you have observed child abuse or neglect, **always err on the side of reporting.**

- Child Abuse Reporting Hotline: 800-252-5400 or the [Texas Abuse Hotline](#)
- Arlington Police Department: 817-459-6777
- Dalworthington Gardens Police Department: 817-275-1234
- Grand Prairie Police Department: 972-237-8700
- Mansfield Police Department: 817-473-0211
- Pantego Police Department: 817-617-3746
- Tarrant County Sheriff: 817-884-1213

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse

investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **Sexual Abuse and Maltreatment of Children**

*Policies [DG](#), [DH](#), [FFG](#), [GRA](#)*

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

## **Reporting Crime**

*Policy [DG](#)*

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

## **Technology Resources & System Access**

*Policy [CQ](#)*

The following information is provided so that employees are aware of responsibilities involved in the efficient, ethical and legal use of technology resources. Anyone using a District computer will be required to adhere to all District policies and to the Internet Safety and Acceptable Use Guidelines in order to be granted access to District technology resources.

Access to the District's electronic communications system is a privilege, not a right. This includes access to the District's wireless network. All users shall be required to

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acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines.

Access to the District electronic communications systems, including the Internet, shall be made available to students and employees for instructional and administrative purposes and in accordance with administrative regulations. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies.

Access to the District's electronic communications system(s) will be governed as follows:

1. District employees will be granted access to the District's system as appropriate and required for their position.
2. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
3. All users will be required to sign a user agreement.
4. The individual in whose name a system account is issued will be responsible at all times for its proper use.
5. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
6. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
7. Communications may not be encrypted so as to avoid security review by system administrators.
8. System users may not use another person's system account without written permission from the campus or district administrator as appropriate.
9. System users may not use the network for financial or commercial gain, advertising or political lobbying.
10. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
11. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected computers.
12. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

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13. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
14. System users shall not use their District assigned email addresses for personal use.
15. System users may not waste District resources related to the electronic communications system. This includes using the district's WiFi network for personal emails or messaging.
16. System users may not gain unauthorized access to resources or information.
17. System users who identify or know about a security problem are expected to convey the details to a supervisor immediately.

An employee who uses electronic media for personal purposes shall observe the guidelines listed below:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment unless such update is used for professional learning or professional communication purposes.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent from the district.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. ([Policy FL](#))
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. ([Policy DH \(EXHIBIT\)](#))
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. ([Policy GBA](#))
  - Copyright law ([Policy CY](#))
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. ([Policy DH \(EXHIBIT\)](#))

See *Use of Electronic Media with Students* for regulations on employee communication with students through electronic media.

## **Personal Use of Electronic Media**

*Policy* [DH](#)

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's account/page, including content added by the employee, the employee's friends, or members of the public who can access the employee's account/page, and for web links on the employee's account/page. The employee is also responsible for maintaining privacy settings appropriate to the content.

**It is important to recognize that school district business that is conducted on a private, personal, or non-AISD computer, cell phone, email, or other form of electronic communication is subject to the Texas Public Information Act. All such records must be maintained pursuant to state records retention laws. Failure or refusal to produce such records on request by the district shall be deemed insubordination.**

## **Electronic Communications between Employees and Students**

*Policy [DH](#)*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media. An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

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- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, text messaging, and web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a *communication*. Inappropriate contact from a student must be reported to the principal or supervisor.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate appropriately with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student through any means between the hours of 10:00 p.m. and 5:00 a.m.
- The employee does not have a right to privacy with respect to communications with students and parents.

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The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:

- Compliance with the Texas Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. (Policies [CPC](#) and [FL](#))
- Copyright law ([Policy CY](#))
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. ([Policy DF](#))
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

## **Criminal History Background Checks**

*Policy [DBAA](#)*

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

## **Employee Arrests and Convictions**

*Policy [DH](#)*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator

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- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

## **Alcohol and Drug-Abuse / Prevention**

### *Policy [DH](#)*

We are committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. If we have any reason to believe that you are under the influence of alcohol or drugs at school or while engaged in any school activity, we may transport you to a medical facility and require you to be tested, at our expense, to determine blood alcohol level or other relevant information.

We conduct pre-employment and random testing for drug and alcohol use for all transportation department employees and other employees in safety sensitive positions. If you are required to have a commercial driver's license or drive a school-owned vehicle as any part of your assigned duties and responsibilities, you will be subject to drug and alcohol testing. We are required to make a report to Texas Department of Public Safety if you test positive for alcohol or drugs, refuse to provide a specimen for testing, or provide an adulterated, diluted, or substitute specimen for

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testing. If you have questions about the details of the drug testing program for employees, talk to your supervisor and also see policy [DHE \(LEGAL\)](#) and [\(LOCAL\)](#).

You cannot provide alcohol or illegal or prohibited drugs to students and must not allow students to use alcohol or illegal drugs in your presence, at any time or place. You are also prohibited from providing any type of over-the-counter medication or dietary supplement to students. You are responsible for securing any personal medication so that students will not be exposed to your personal medication. Only designated school employees may administer prescription medications or over-the-counter medications to students, in accordance with board policy.

## **Tobacco Products and E-Cigarette Use**

*Policies [DH](#), [FNCD](#), [GKA](#)*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.

Drivers and passengers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

If you are a tobacco user, you must leave school property—with the permission of your supervisor—in order to smoke or otherwise use a tobacco product, electronic cigarette or vaping device. Because you are a role model for students, we also prohibit you from using any tobacco product, electronic cigarette, or vaping device in the presence of students when you are serving in any school-related capacity.

## **Fraud and Financial Impropriety**

*Policy [CAA](#)*

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time

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- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

## **Conflict of Interest**

*Policy [CB](#), [DBD](#)*

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

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

## **Gifts and Favors**

*Policy [DBD](#)*

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

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## Copyrighted Materials

Policy [CY](#), [EFA \(LEGAL\)](#), [\(LOCAL\)](#), and [\(EXHIBIT\)](#)

Employees must comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom within the fair use guidelines for instructional purposes only. Reproduction of printed materials must be within educational guidelines or fair use. Duplication or backup of computer programs and data must be made within the provisions of the license agreement. If you are unsure about copyright, seek guidance from your campus or department administrator, who will clarify or seek legal assistance.

We have included links to board policies regarding federal copyright limitations on the use of copied materials in the classroom. Any copying you do for your classes must conform to the fair use guidelines in policy [EFA \(EXHIBIT\)](#).

## Freedom of Association/Political Activities

Policy [DGA](#)

All employees enjoy the right of association and are free to participate or not participate in professional or political organizations of their own choosing. No district administrator will require or coerce you to participate or not participate in any professional or political organization, make or refrain from making a charitable contribution, or attend a meeting called for the purpose of soliciting charitable contributions. No employment-related decisions will be made based on participation or nonparticipation in any professional or political organization or the decision to make or not make a charitable contribution.

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.

School facilities and equipment, however, cannot be used for any political or partisan purpose, except as authorized by the principal or superintendent under district policy. We also will not permit partisan political activity or campaigning by employees in the classroom or other instructional settings or at school-sponsored or school-sanctioned activities or events, including wearing campaign paraphernalia. Employees may not use district property including email systems and technology to campaign.

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## Charitable Contributions

Policy [DG](#)

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

## Safety

Policy [CK series](#)

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

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

We strive to maintain a safe and healthy work environment. All employees share the responsibility for helping to keep the workplace safe and to avoid injury to themselves or others. We will provide training from time-to-time for all employees on how to avoid accidents in the workplace. Violating safety standards pertinent to your assignment can result in disciplinary action. We remind you that you must report a job-related injury immediately to your supervisor so that the district can complete required reports under the workers' compensation statutes and rules.

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We comply with the state Hazard Communication Act and maintain current lists of hazardous chemicals used in the district and current Material Safety Data Sheets. If you want or need this information, please contact your principal or supervisor.

Employees with questions or concerns relating to safety programs and issues can contact the Risk Management Department.

## **Possession of Firearms and Weapons**

*Policies [DH](#), [FNCG](#), [GKA](#)*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, location restricted knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view.

To ensure the safety of all persons on campus, employees who suspect there is a violation of the district's weapons policy should immediately report it to a building administrator.

If any employee observes a direct violation of the district's weapons policy (i.e. armed intruder), they should immediately move their students to safety, call 911, and notify their campus administration of the location of the intruder.

## **Visitors in the Workplace**

*Policy [GKC](#)*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination

Any visitor for you during the working day must check in with the building's main office and receive permission to go to your work site. Ordinarily, we will not allow personal visitors to disrupt classroom instruction, so teachers should inform potential visitors of the time scheduled for a conference period or lunch period. We will not allow frequent or lengthy visits by friends or family to interfere with your performance of your assigned duties. Employees who observe an unauthorized individual on district premises should immediately direct the person to the building office or contact the administrator in charge.

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## **Asbestos Management Plan**

Policy [CKA](#)

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may have been used in district facilities, is available in the main office of each AISD facility during regular business hours. If you have any questions, please contact the Safety and Environmental Coordinator in Plant Services.

## **Pest Control Treatment**

Policies [CLB](#), [DI](#)

Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds. Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

## **Maintenance and Repairs**

We strive to keep all our facilities clean, well-maintained, and in good repair. Teachers and other employees must ensure that they do not store items in their classrooms or offices that will attract pests of any kind. If your classroom or office needs maintenance or a repair, contact Facilities through your principal or supervisor to submit a work order. If you believe that your work area or classroom is not being adequately cleaned, contact your principal or supervisor. Do not take it upon yourself to direct the work schedule or activities of our custodial or maintenance staff.

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## **Appropriate Language**

*Policy [DH](#)*

As a role model for students in the school setting, all employees shall refrain from using profanity or vulgar language, both in the presence of students and each other.

## **Dress and Grooming Standards**

*Policy [DH](#)*

You must maintain a clean, neat, modest, and professional appearance at school and school activities. The determination of appropriate dress is left to the discretion of the principal or immediate supervisor. All employees must display school identification at all times on school property or at school-sponsored activities. Food service and maintenance/custodial employees may be required to comply with specific dress and grooming standards for health and safety reasons. Your supervisor will provide more detailed information about these requirements. Reasonable accommodation will be made by the appropriate supervisor for those employees who, because of sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of the district dress guidelines.

# General Procedures

## Inclement Weather Closing and Delays

Policy [EB](#)

The district may close schools because of inclement weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials utilize the following for notifications:

- Arlington ISD website
- Arlington ISD calling-tree
- Arlington ISD automated phone notification system
- Arlington ISD social media pages
- Arlington ISD smartphone app
- Local radio stations (KRLD & WBAP) and local television stations.

## Emergency Procedures

Policies [CKC](#), [CKD](#)

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

We have developed a district-wide plan for use in case of dangerous weather or other emergency or crisis situations. This plan is posted at each campus in the office. You must be familiar with these procedures and follow them. Your calm demeanor and confidence in dealing with an emergency or crisis situation at school will help your students remain calm so that they can respond as needed. We will conduct emergency procedure exercises periodically—some announced to staff, some unannounced.

## Purchasing Procedures

Policy [CH](#)

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

## **District Credit Cards and Procurement Cards**

Policy [CH](#)

We will issue district credit cards and procurement cards to certain employees, campuses, and departments. Your principal or supervisor will provide detailed information on use of district cards; however, these cards are for school-related and approved use only. If you are issued or allowed to use a district credit card, you may not use it for any personal expense at any time. It is a violation of the terms under which the card is issued to us and of employee standards of conduct for you to make a personal purchase with the card, even if you reimburse the district at a later time.

## **Purchases with School Funds**

Policies [CFD](#), [FNAB](#), [CAA](#), [GKB](#)

All purchases with school funds, or for which you will seek reimbursement from school funds, must be approved in advance with an authorized purchase order. We will not pay for or reimburse for any purchases that do not comply with our required procedures. You will be personally responsible for any purchases that do not comply with our required procedures.

## **Handling Money**

Policies [DBD](#), [CAA](#), [CDA](#)

The district has specific expectations for any employee who handles money for the district or any student organization. The [Campus Accounting Manual](#), available on the district intranet, provides detailed instructions for handling and accounting for district funds. Familiarize yourself with the expectations before accepting or handling any funds.

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## **Contracts (With Vendors, etc.)**

*Policies [CH](#), [CHE](#), [CHF](#)*

All District contracts must be processed through the appropriate chain of command, including legal review and execution by the Superintendent.

No school employee other than the superintendent and others specifically designated by the Board of Trustees can sign a contract that binds the district. All contracts for purchases of goods or services, including vending contracts, yearbook publication contracts, graduation supply contracts, terms of service for online services, and so on must be submitted to the legal office for review and approval before they are signed. If you sign a contract other than in accordance with these requirements, the district will not be responsible for any amounts to be paid under that contract and you may be personally responsible.

## **Building Use**

*Policies [DGA](#), [GKD](#)*

Employees who wish to use district facilities after school hours for purposes other than school functions must follow established procedures. Information regarding facility rental is available on the district's website. Contact the Office of the Chief Financial Officer to request to use school facilities and to obtain information on the fees charged.

## **Records Management**

*Policy [CPC](#)*

All employees considered custodians of records (which can include: electronic, on-line, magnetic tape, optical disk, CD-ROM, paper and microfilm), shall maintain the records in their care and carry out the preservation, microfilming, destruction, or other disposition of the records in accordance with the policies and procedures of the District's records management program.

# Termination of Employment

## Resignation from Employment

Policy [DFE](#)

### Contract Employees

Any contract employee who has a probationary, term, or continuing contract or employment agreement, must submit a written resignation to the Human Resources Department including their supervisor's signature of acknowledgement. Do not submit a resignation to the principal or departmental administrator without forwarding the document to HR Customer Service. Only the Human Resources Department has authority to act upon receipt of resignations from contract employees.

Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the HR Customer Service. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in one of the same acts.

Contract employees have an employment commitment from the district for the entire school year, and the employee's commitment in return is to their students and campus or department for the full year. We recognize that contract employees may wish to retire at the end of the first semester in order to maximize their service year's credit with TRS. Unfortunately, mid-contract retirements (those submitted after the state deadline for contract resignations) can create an adverse effect on students due to the time required to recruit a certified replacement. In order to accommodate mid-contract retirements and minimize the impact to students, a mid-year retirement notification must be provided in writing to Human Resources no later than September 1. This will provide the district with additional time to recruit qualified and certified replacements.

Employees who choose to retire or resign during a contract period may be asked to provide evidence of physical relocation outside of the DFW area or evidence of a medical condition beyond the scope of our medical leave policies and benefits. In the best interest of students, the district may accept other mid-contract resignation or retirements on the contingency of first identifying and hiring a fully certified and capable replacement.

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## **Noncontract Employees**

Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to HR Customer Service at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Resignations submitted by a contract employee to be effective at the end of the school year are final when they are submitted and cannot be withdrawn. It is not necessary for the superintendent or any other person or body to take action to accept a resignation effective at the end of a school year. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Two weeks' notice is typically appreciated in conjunction with a resignation or retirement for the purpose of transition. While two weeks is rarely sufficient for replacement and training of a position, it is beneficial and appreciated. As a result, the notice period should not run concurrently with use of accrued leave time since the employee typically needs to be present to support the transition.

A resignation date may not be extended through the use of remaining state or local personal leave.

## **Termination of Employment**

### **Dismissal or Nonrenewal of Contract Employees**

*Policies [DF Series](#)*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

### **Dismissal of Noncontract Employees**

*Policy [DCD](#)*

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Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*)

## **Exit Interviews and Procedures**

Exit interviews will be scheduled for employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, (including intellectual property), and equipment must be returned upon separation from employment.

## **Reports to Texas Education Agency**

*Policy [DF](#), [DHB](#)*

The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. "Reported criminal history" means any formal criminal justice system

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charges and dispositions, including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT). Certified employees who engage in unethical behavior will be reported to SBEC.

## **Reports Concerning Court-ordered Withholding**

Policy [CFEA](#)

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

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

# Student Issues

*(Important Information – Please familiarize yourself with all aspects of these sections)*

Much of the information in this section of the handbook applies primarily to teachers and other professional employees working directly with students on a daily basis. Some of the information, however, applies to all employees. We will use the term employees when we mean everyone and teachers when we mean professionals. We will also continue to use you and your as appropriate.

## Equal Educational Opportunity

Policies [FB](#), [FFH](#)

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Director of Transformational Learning.

## Student Records and Confidentiality

Policy [FL](#)

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to their campus administration. If you are unsure about a confidentiality

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situation please contact your administrator who may contract the AISD legal Department.

Education records and information maintained about students that is related to their education are confidential under federal law. You will often learn personal information about your students and their families in the course of your work for the district. You must not discuss students or their families—their conduct, their academic achievement or academic failings, or personal information—with anyone unless you need to share the information with another employee or someone working with the school district for a reason related to the child’s education. Board policies FL (Legal) and (Local) contain information related to the confidentiality of student records.

## **Parent and Student Complaints**

*Policy [FNG](#)*

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

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

## **Administering Medication to Students**

*Policy [FFAC](#)*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen<sup>®</sup>), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.



## **Dietary Supplements**

*Policies [DH](#), [FFAC](#)*

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

## **Psychotropic Drugs**

*Policy [FFAC](#)*

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

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

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

## **Student Conduct and Discipline**

*Policies in the [FN](#) series and [FO](#) series*

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

The Board-approved Student Code of Conduct contains all the rules and requirements for conduct and discipline. A copy of the Student Code of Conduct is available on the district website. Each employee has the responsibility to be mindful of student conduct at all times and to intervene if students are harming each other or school property. In other situations, if you observe student misconduct, promptly inform the principal or assistant principal. In most circumstances, only professional employees will actually

impose or administer disciplinary consequences. Employees can use reasonable restraint of students to prevent injury to the student, other students, or employees or to prevent property damage. However, 504 or special education students must be restrained consistent with federal and state law. In all cases, AISD prohibits the use of corporal punishment.

## **Student Supervision and Control**

*Policies in the [FN](#) series and [FO](#) series*

Classroom teachers have the authority and responsibility to develop and communicate rules for classroom behavior in alignment with Positive Behavioral Interventions and Supports (PBIS). We expect you to handle minor disturbances in the classroom through these rules. However, if a student engages in classroom conduct that violates the Code of Conduct, complete a discipline referral and send the student to the office.

Any employee who observes students acting in any way that could be construed as harassment or bullying under the code of conduct must promptly report the conduct to the principal or assistant principal and should intervene to correct or stop the conduct when possible. If you reasonably believe the conduct is sexual abuse or other maltreatment of a child, then you must also make the required report to Child Protective Services or local law enforcement.

Classroom teachers should not leave students unattended at any time and must not leave them unattended for more than a minute or two in an emergency. If you must leave your classroom during instruction because of an emergency, inform the office so that we can make arrangements to have an adult present in the classroom while you are gone.

## **Student Attendance / Accounting**

*Policy [FEB](#)*

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

We rely on accurate student attendance accounting for state funding and determining one of the school's ratings under the Student Achievement Indicator System. You must complete daily attendance records for each class. Accurate record keeping is also

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necessary because of the attendance for credit law, which generally requires that students be present for 90 percent of the day's class is taught in order to get credit for the class. The campus attendance committee ultimately determines whether credit will be granted for a student with excessive absences. You may be called upon to serve as a member of the attendance committee.

## **Bullying**

*Policy [FFI](#)*

The AISD strives to ensure that all of its students are free from bullying and harassment, including violence in students' relationships. All charges of bullying, harassment, and dating violence will be taken very seriously by our students, faculty, staff, administration, and parents. We will make every effort to handle and respond to each and every charge and complaint filed by our students, parents and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all victims and all alleged offenders.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct, and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school; and
5. Includes cyberbullying

Bullying can be on or off campus if it: (A) interferes with a student's educational opportunities; or (B) substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

For information regarding reporting bullying see [Board Policy FFI \(Local\)](#)

## **Hazing**

*Policy [FNCC](#)*

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Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. 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 administrator.

## Dating Violence

Policy [FFH](#), [FFI](#), [FNG](#)

The district prohibits dating violence. Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offence.

For the purpose of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Any student who believes that he or she has experience prohibited conduct or believes that another student has experience prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

## Student Searches

Policy [FNF](#) (LEGAL)

School officials may search a student’s outer clothing, pockets, or property by establishing reasonable suspicion or securing the student’s voluntary consent. Coercion,

either expressed or implied, such as threatening to contact parents or police, invalidates consent. A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception; i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

**DO NOT CONDUCT STRIP SEARCHES.** AISD prohibits searches by non-police of undergarments or the removal of undergarments. Limited removal of outerwear may be ordered by administrators when searching for weapons or anything that threatens the safety of students and/or employees.

# Working with Students and Parents

*(Important Information – Please familiarize yourself with all aspects of these sections)*

Much of the information in this section of the handbook applies primarily to teachers and other professional employees working directly with students on a daily basis. Some of the information, however, applies to all employees. We will use the term employees when we mean everyone and teachers when we mean professionals. We will also continue to use you and your as appropriate.

## Curriculum/Instruction

Policy [EFA Series](#)

Teachers must teach the curriculum approved by the Board of Trustees, which is focused on the Texas Essential Knowledge and Skills (TEKS) adopted by the State Board of Education. The TEKS are aligned with the statewide assessment program for all students, which is administered annually at specific grade levels. As you are all aware, campus and district ratings rely to a great extent on student achievement as demonstrated through success on the state assessments. For all these reasons, each teacher must devote his or her best energy and efforts to delivering the required knowledge and skills to their students and making sure that students are learning.

You must use the district-provided curriculum, textbooks, or other instructional materials/resources noted in the curriculum documents or otherwise delivered or recommended by district-level instructional support personnel/departments. You must obtain prior approval from your principal to use any other materials in your classroom.

We encourage teachers to be creative in how they impart the essential skills and knowledge, but you must obtain prior approval from your principal to conduct any special activity in the classroom that is not covered in the curriculum guide for your subject or grade level or otherwise delivered or recommended by district-level instructional support personnel/departments.

## Lesson Plans

Policy [DLB](#)

All teachers must prepare lesson plans for each subject or class each week. Your principal will direct you how and when you must submit your lesson plans. We will provide the format for lesson plans, which must indicate the plan of instruction for each day/week in sufficient detail that a substitute teacher could follow through and deliver the scheduled lessons including techniques for differentiating instruction and

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implementing modifications for students with disabilities as required by IEPs or Section 504 plans.

## **Grade Books/Grading Records**

*Policies [EIA](#), [EHDB](#), [EIE](#), [EHDC](#)*

You must maintain timely recorded grades for students in the electronic grade reporting system. Your principal will provide a schedule by which grades must be entered.

## **Grading Guidelines**

*Policies [EIA](#), [EHDB](#), [EIE](#), [EHDC](#)*

You may establish grading standards and guidelines for your classroom, provided they are consistent with board policy and the campus and district standards described below. You must communicate your individual requirements and the campus requirements to students at the beginning of each school year or semester. Grades must be based on mastery of the state standards for the course. They may not be based on compliance with requests such as bringing in school supplies or other items.

You cannot use grade reductions to discipline students for classroom misconduct, but you can give zeros or grade reductions for work that is not turned in, work that is late, work that does not fulfill the assignment, or for cheating or plagiarism.

## **Make-up Work**

*Policies [EIA](#), [FEC](#)*

Students who have been absent for illness or any other reason have the responsibility to contact you about any make-up work they need to do. Each campus sets a timetable for student make-up work. Make-up assignments should be the same or essentially equal to the assignment or work assigned for students who were present.

## **Homework**

*Policy [FN](#)*

We expect teachers to use homework to reinforce skills and concepts introduced in the classroom. You cannot use homework assignments to introduce new concepts or information other than assignments where students read, watch videos, or consume information using other media for the purpose of preparing for instruction the following day. Grade-level teams should coordinate their homework assignments so that

students are not overburdened; however, as students advance in grade level, the amount of time reasonably devoted to homework each evening will increase. In making homework assignments, keep in mind the balance for students of school, play, and family.

## **Field Trips**

*Policies [FMG](#), [CNB](#), [FP](#), [CNC](#)*

Well-planned and well-executed field trips are a valuable instructional experience for students of all ages. If you or your grade level or team want to take students on a field trip, you must first get principal approval for the activity and the scheduled date, as well as submit a request for necessary transportation. Title I funded fieldtrips require special district approval, therefore a proposal must be submitted within State and Federal program department timelines. A proposal for a field trip must be coordinated with the TEKS for the course, define the curricular objectives for the trip, and fit in with the current instructional unit.

Field trips will always be taken on school transportation and never by private passenger vehicles. Students must submit signed parent permission slips before the trip. We encourage you to enlist the help of AISD-approved parent volunteers to assist in supervising students on the field trip.

If you will have certain criteria for students to participate in the field trip, you must communicate those well in advance to students and parents. Any criteria should be designed to maximize student participation. Criteria for participation must not be designed in such a way that all students who are ineligible can be readily identified as students who are failing the class. You must plan an alternate instructional activity for students who are not eligible to participate in the field trip.

## **Student Travel**

*Policies [FMG](#), [FB](#)*

Particularly for secondary students, travel as part of a sports team, academic competition, or musical competition is a memorable part of the school experience. Before planning any travel for students beyond a field trip for academic purposes, consult the Guidelines for Student Travel document. Separate guidelines for in-state travel (with and without an overnight stay) and out-of-state travel will identify the processes, forms, and approvals necessary to plan such a trip.

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## Showing Videos/Movies in Class

Policies [CY](#), [DLB](#)

Videos can be used effectively for instruction in many courses but must never be used in the classroom as a reward or for entertainment. Principal permission is required prior to showing any video which is not expressly listed in your lesson plans and AISD curriculum resources. *Copyright and fair use laws must be followed.* You must confirm we have any necessary and proper licensure of films before showing them.

## Tutorials

Policies [EI](#), [FED](#), [EC](#), [FEC](#), [FEA](#)

Your campus may provide selected students with tutorials. Tutorial sessions may be provided before school, after school, or on Saturday. Your principal will provide more information if your campus is slated to provide tutorials this school year.

For staff to receive compensation from State Compensatory Education (SCE) or Title 1 funds, campuses must have a remedial tutorial plan in their Campus Improvement Plan (CIP). Tutorials must be remedial to Core Academic Subjects, not “homework help,” and must be held outside contract hours. Campuses are required to maintain detailed logs of tutorial time and participants.

## Textbooks/Instructional Technology

Policies [EFA](#), [EF](#), [EHAA](#)

At the beginning of the school year or semester, you will assist in the distribution of state-adopted textbooks or instructional technology to students in your classes. At the end of the year or semester, you are responsible for accounting for the return of textbooks or instructional technology issued to your students. However, we will not require you to pay for any textbooks or instructional technologies that your students steal, misplace, or do not return.

## Web Application Use

Policies [EFA](#), [EF](#), [EHAA](#)

In order to integrate technology into their lessons and work, educators often rely on the use of third party web applications like Kahoot or Padlet. Any employee utilizing a web application that is not on the approved list is subject to disciplinary actions from their supervisor and/or the district. Employees are expected to use the Service Now system to make those requests.

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## Online Learning Resources – Universal Access

Policies [EFA](#), [EF](#), [EHAA](#)

The Americans with Disability Act (ADA) makes it clear that online teaching resources must fulfill the requirements of the ADA and section 504 of the Rehabilitation Act: *“Online learning” means instruction in which the instructor and student interact through the assistance of communication technology, such as a class web page. Online learning is subject to the requirements that may be imposed by the American with Disabilities Act (42 U.S.C. §12100 et seq.) and section 504 of the Rehabilitation Act of 1973, as amended. In other words, all teacher web pages and online learning resources must be accessible to disabled students, parents, and AISD employees.*

While making your class web page more accessible may seem foreboding, in many respects you may already be on your way, thanks to technology. Material such as PDFs, PowerPoints, and presentations with audio, videos, and publisher content you choose to place on your class web page will benefit from additional review for accessibility. When you create/post materials on your class web page, please keep the World Wide Web Consortium standards and universal design principles in mind. “Universal design means that, rather than designing your instruction for the average student, you design for potential students with a broad range in ability, disability, learning style, native language, and other characteristics” (Burgstahler, 2010). Adhering to these standards will not only benefit students with disabilities but will help assure that all of your students will be able to access and use the online content you wish to share with them. To learn more about AISD’s commitment to providing accessible course materials to all students and the support services available to assist you with this, please contact your campus or district webmaster directly regarding ADA-compliant course materials.

## Fundraising

Policies [EC](#), [GKD](#)

You cannot use instructional time to administer or facilitate personal fundraising or fundraising efforts of student or other organizations.

If you are the sponsor of a student group or organization that wishes to conduct a fundraising campaign, you must follow all of the procedures described in the AISD Campus Accounting Manual, including the completion of the Fundraiser Approval Form, to receive prior approval from the principal for the activity. Elementary students will not be allowed to conduct any fundraising activities that involve door-to-door solicitation; however, with adult supervision at all times, secondary students may conduct door-to-door fundraising campaigns.

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As a sponsor of a student group or organization, you are personally responsible for accounting for all funds raised or collected by students in your group. These amounts must be deposited with the principal daily, or no later than the next business day if received after normal school hours, for safekeeping and deposited to the activity account for the group or organization.

Your failure to follow established procedures in the AISD Campus Accounting Manual related to depositing, handling, and accounting for the proceeds from fund-raising activities or any other monies associated with student activities or organizations may affect your employment.

## **Extracurricular/UIIL Sponsorships**

*Policies [DK](#), [DEAA](#)*

Your principal can assign extra duties related to sponsorship of extracurricular student groups and UIL academic activities. Some of these assignments may have additional stipends. A teacher's primary responsibility is **always** the delivery of the required curriculum to students in your classes.

## **Counseling Program**

*Policies [FFE](#), [FFEA](#), [EHAD](#), [EHBH](#)*

We have a comprehensive developmental guidance and counseling program and encourage you to refer students as you see a need. We generally expect you to be sensitive to students and supportive of them and their personal issues without becoming overly involved in their personal lives. Most classroom teachers are not trained counselors. While we want you to be a receptive ear to students, we also expect you to know your own limits and to refer immediately students who come to you with concerns about drug or alcohol use of their own or in their family, who come to you with concerns about pregnancy or sexual matters, or who express a desire to injure themselves or others.

## **Special Education/Section 504 Program**

*Policies [DBA](#), [EHB](#), [EHBA](#), [EHBC](#), [EHBD](#), [BQ](#)*Error! Bookmark not defined.*, [FOF](#), [FB](#), [FFH](#)*

Classroom teachers and other professionals can refer students, based on the teacher's academic or behavioral observations or concerns, for assessment to determine if they have a disability that makes them eligible for 504, special education or related services. However, DO NOT suggest any particular diagnosis to parents or recommend to them that a child use any psychotropic drug. We will provide training opportunities for

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classroom teachers and other professionals in knowing when to refer students and in working with students with disabilities in the regular classroom.

If you are a teacher for a student with disabilities, you may be required to attend Admission, Review, and Dismissal (ARD) committee meetings and participate in reviewing or planning the Student's Individualized Educational Program (IEP). These meetings may occur during your conference period because they are meetings to plan for a student's instruction, and you must attend if scheduled. Reasonable efforts will be made to limit meetings during planning periods.

Even if you are not a member of the ARD committee, you must follow the IEP for any student with disabilities in your classroom and make sure that you are making any and all of the modifications and/or accommodations to instruction or the instructional setting that are called for in the IEP. Non-instructional staff must also comply with any administrative directives for handling or working with a student with disabilities.

## **Special Education Cameras**

*Policy [EHBAF](#)*

Should a parent of, trustee or staff member who assigned to work with a special education student in a self-contained classroom or other special education setting request video recording of the class, that request must be forwarded to the Chief Academic Officer (located at the District Administration Building) for compliance with state law.

## **Parent Organizations**

*Policy [GE](#)*

We encourage teachers to be familiar with and take part in, as they choose, the activities of parent groups at their campus.

## **Parent Relations**

*Policy [GE](#)*

All written and oral communications from teachers or other staff to parents must be professional, courteous, and always made with the child's best interest at heart. Teachers and other professionals should always respond as promptly as reasonable under the circumstances to parent communications, either in writing or by telephone. Your building may have specific procedures for maintaining records of parent contacts.

We provide a conference period so that you can schedule meetings with parents at their request or at yours. If you schedule a meeting with a parent, you must inform the front

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office so that we will know to expect the parent to check in. We generally encourage parents to visit their children's classroom occasionally, but parents must make prior arrangements with you and you need to let us know in advance. Parents or other visitors must always check in at the principal's office and receive a Visitor's Pass. Do not allow parents to come directly to your room to pick up a child unless you have received prior specific authorization from the principal.

If for some reason a problem in communication develops between you and a parent, your principal or another administrator will be glad to be present at your conferences with the parent, at your request.

Only materials that have been approved by the principal can be sent home with students in their backpacks or otherwise. Do not solely rely on students to deliver important communications from you to their parents, such as progress reports, report cards, requests for a conference, or concerns about the child's conduct or performance.

# Technology Procedures

Policies [CQ](#), [CY](#)

## Device Responsibility and Accountability Guidelines

All AISD employees and students are accountable for district technology. All staff should use the appropriate systems and procedures, from equipment acquisition to disposal, with regard to their assigned device(s).

It is the responsibility of each campus principal/department administrator to ensure that the staff under his or her supervision follow these guidelines for acquiring, recording, inventorying, maintaining, returning and disposing of technology assets.

## Responsibility and Accountability by Role

### All District Employees

- **Responsibility**

- Must comply with all policies and regulations regarding technology (Acceptable Use Policy, Employee Handbook, Board Policy, etc).
- Must ensure their classrooms, computer labs, and/or offices are locked overnight to secure devices.
- Must exercise “reasonable care” for equipment safekeeping.
- Must ensure equipment is in good working condition and equipment maintenance needs are requested in a timely manner.
- Must ensure equipment is accessible at all times for audit purposes.
- Must notify Technology Support Department of any changes to the site/building/room assignment of equipment so that the inventory management system can be updated.
- Must notify Technology Support Department of changes to the assigned user of the equipment so that the inventory management system can be updated.
- Must notify Technology Support Department regarding equipment that needs to be removed (salvage) from location.
- The repair or disposal of any damaged device must be serviced by the Technology Support Department.

- **Accountability**

- Upon allocation, employee accepts financial responsibility for replacement of a device damaged/lost due to employee theft or neglect.
- In the event of damage or loss, the employee must notify the Technology Support Specialist, BTC, and/or Supervisor within 24 hours of the time the employee first noticed the damage or loss occurred.

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- Upon notification of damage or loss, a 10-day window is established for the employee to provide device, an explanation of the damage or loss, and/or a police report.
- In the event the device was damaged due to neglect; the employee must pay for the cost of the repair once the cost is determined by Technology Support. The employee should remit payment to the campus secretary/bookkeeper in accordance with procedures documented in the Campus Accounting Manual.
- In the event the device is lost due to neglect and is not recovered by the end of the 10-day window, the employee must pay for the device based on the device's current depreciated value. The employee should remit payment to the campus secretary/bookkeeper in accordance with procedures documented in the Campus Accounting Manual.

### **Staff Members Leaving District**

(i.e. Resigning, Retiring or Termination)

- **Responsibility**
  - Staff members leaving the district must turn in all technology devices assigned to them before the employee's last work day or immediately upon termination.
  - The assigned equipment should be returned directly to the Campus Technology Manager, Building Technology Specialist, or employee's supervisor. The device should be stored in a secure area and re-imaged, if applicable, before reallocating.
  - The inventory management system should be updated by the Technology Department staff in order to reflect that the device(s) are no longer assigned to the staff member.
  - The repair or disposal of any damaged device must be serviced by the Technology Support Department.
- **Accountability**
  - See the accountability guidelines listed above for "All District Employees"

### **Teachers Transferring to Non-Instructional Positions**

- **Responsibility**
  - Teachers transferring to non-instructional positions are required to leave their assigned technology devices (e.g. laptop, docking station, power cord and all peripherals) at their campus for redistribution to the new staff member.

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- The assigned equipment should be returned directly to the BTC assigned to their building (or District Technology Support Specialist if no BTC is assigned) and be stored in a secure area and re-imaged, if applicable, before reallocating.
- The BTC/District Technology Support Specialist should update the inventory management system to reflect that the device(s) are no longer assigned to the staff member.
- The repair or disposal of any damaged device must be serviced by the Technology Support Department.
- **Accountability**
  - See the accountability guidelines listed above for “All District Employees”

## **Shared/Unassigned Devices**

- **Responsibility**
  - All students and staff must execute appropriate and reasonable care of shared and/or unassigned district-owned devices used by the school/location/department/etc.
  - The repair or disposal of any damaged device must be serviced by the Technology Support Department.
- **Accountability**
  - Upon allocation, financial responsibility is accepted by the campus principal/department leader regarding replacement of a damaged or lost shared device. Damage or loss may be the result of accidental or neglectful care.
  - In the event of damage or loss, the Technology Support Specialist, BTC, and Appraiser must be notified within 24 hours of discovery, including the date and time, in which the damage or loss occurred.
  - Upon notification of damage or loss, a 10-day window is established to provide device, explanation and/or police report.
  - In the event that the device is not recovered by the end of the 10-day window, the current depreciated value of the technology device will be charged to the campus/department local budget. If the device is recovered but damaged, the cost of the repairs will be charged to the campus/department local budget. The campus principal/department administrator will be notified by the AISD Technology Department of the amount that this deduction will take place.
  - Repeated neglectful damage/loss may result in the student/staff member being assigned an alternative device.

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The alternative device will continue to meet district instructional standards, but may not be of the same value as the previously assigned device.

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## Request for Scheduled Personal Leave

Use this form to request personal leave in situations that do not involve your own personal illness or injury or the illness or injury of a member of your immediate family. This form must be turned in to the principal or immediate supervisor at least three working days before the requested date of absence.

Name: \_\_\_\_\_

Assignment: \_\_\_\_\_

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

The principal or supervisor may withdraw approval for scheduled personal leave if unforeseeable absences among other staff (bad weather, flu or other transmittable disease) would affect the efficient and effective operation of the campus or department. In deciding to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

**You will not be paid for days of personal leave if you do not comply with this procedure for scheduling.**

For Office Use Only:

Number Days Requested: \_\_\_\_\_

Number Days Available: \_\_\_\_\_

Number Days Charged: \_\_\_\_\_

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# Overtime Authorization Form

(Salaried Non-Exempt Overtime is paid through comp time accrual.)

Use this form to request permission for overtime work. This form must be turned in to the principal or immediate supervisor prior to working overtime. Only administrator responsible for specific budget code listed may approve overtime requests.

Employee (SNE/Hourly) requesting overtime: \_\_\_\_\_

Purpose of overtime work: \_\_\_\_\_

Hours to be worked in excess of 40: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Budget code to be charged: \_\_\_\_\_

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Budget Code Admin Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Human Resources Contact Information

The Human Resources Department is divided into four functional groups: (1) Human Resources Customer Service, (2) Recruiting and Sourcing, (3) HR Development and Employee Relations, and (4) Benefits and Compensation. A brief description of each function and contact information is included below. You are encouraged to contact the group that most closely fits your needs.

### Human Resources Customer Service

- Trained to answer first level policy, procedure and benefits questions.
- Supports new hire processes and paperwork once an offer has been accepted.
- Completes verifications of employment.
- Responds to requests for copies of personnel file information or certifications.
- Handles exit interview processes and questionnaires.

**Main Phone Number: 77290.**

**Email Address: [HRCustomerService@aisd.net](mailto:HRCustomerService@aisd.net)**

### HR Development and Employee Relations

- Supports both employees and administrators/managers to investigate and resolve workplace related conflict.
- Responds to concerns regarding behavior that is in conflict with board policy, law or other district guidelines (e.g., employee handbook).
- Provides coaching and leadership development training for administrators and department managers.

**Phone numbers: 77739; 77460; 77458; 77207, 77479.**

**Email Addresses: [kbyers@aisd.net](mailto:kbyers@aisd.net); [arowe@aisd.net](mailto:arowe@aisd.net); [arowe@aisd.net](mailto:arowe@aisd.net); [djohns75@aisd.net](mailto:djohns75@aisd.net)**

### Recruiting and Sourcing

1. Responsible for posting positions and sourcing candidates to fill our jobs.
2. Attends career fairs, maintains job boards, advertises positions, etc.
3. Manages candidate flow including digital interviewing and other selection tools.
4. Supports internal candidate transfer processes and applications.
5. Point of contact for all external candidates.
6. Maintains equal opportunity employment in all recruitment processes.

**Phone numbers: 77216; 77200; 77736; 77459.**

**Email Address: [HRRecruiting@aisd.net](mailto:HRRecruiting@aisd.net); [subservices@aisd.net](mailto:subservices@aisd.net)**

### Benefits and Compensation:

- Manages Open Enrollment and major medical/dental plan responsibilities.
- Manages additional employee benefits made available by the district.
- Supports TRS retirement processes for employees.
- Administers employee wellness program.
- Responsible for annual review of market-based salary ranges and administration of stipends.
- Responsible for district recognition programs.

**Phone numbers: 77362; 77480; 77700.**

**Email Addresses: [hrbenefits@aisd.net](mailto:hrbenefits@aisd.net)**

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# **Auxiliary Employee Handbook**

**(2018-19)**

**Arlington Independent School  
District**

# INTRODUCTION

The Arlington Independent School District (AISD) is committed to quality education. The purpose of this handbook is to help us meet this commitment and effectively perform our duties.

**It is important that each employee be aware of the policies and procedures related to his/her position.** These regulations provide a quick reference for all employees, supervisors, managers and administrators to use in answering questions that arise in the day-to-day operation of the district. This handbook should not be considered all-inclusive. The rights and obligations of all employees are governed by the laws of the United States, State of Texas, rules of the Texas State Board of Education and the AISD Board of Trustees. More specific information can be obtained by contacting the office of the Assistant Superintendent of Human Resources.

Our primary business is the education of our youth, and everything we do should be directed toward providing students with the best possible learning environment. Auxiliary employees play a direct role in our effectiveness by providing the necessary support services that are required to meet the district's educational goals.

In meeting our primary objective, all of us must comply with reasonable rules and regulations intended to make us effective employees. Thus, everyone is expected to do his/her share to create and maintain a pleasant and safe work atmosphere that is conducive to our educational goals.

The following administrative regulations and procedures apply to all auxiliary employees of the Arlington Independent School District (AISD) (see Food Service and Transportation Handbooks for exceptions). Auxiliary employees are also subject to the administrative regulations and procedures set forth in the Arlington ISD Employee Handbook, unless otherwise noted in this document, the Food Service Handbook, or the Transportation Handbook.

Nothing in these regulations grants auxiliary employees a property interest in their position, nor do these regulations constitute a written contract with any auxiliary employee. All auxiliary employees are at-will employees of the Arlington Independent School District.

Based on the needs of the District, these regulations are subject to change at the discretion of the Superintendent or his/her designee. All policies are subject to review and change. Any adoptions, deletions or revisions of policy shall take precedence over those printed in this handbook.

# **AISD AUXILIARY PERSONNEL EMPLOYMENT REQUIREMENTS**

## **1. EQUAL OPPORTUNITY EMPLOYER**

The Arlington Independent School District is an Equal Opportunity Employer and does not discriminate in employment based on sex, race, color, religion, national origin, age, disability, status as a veteran, sexual preference, genetics, or any other legally protected status.

The District's Title IX Coordinator is the Assistant Superintendent of Administration, 682-867-7340, 1203 W. Pioneer Parkway, Arlington, TX. The ADA Coordinator is the Assistant Superintendent of Human Resources, 682-867-7433, 1203 W. Pioneer Parkway, Arlington, TX. Employees with disabilities may contact the ADA Coordinator to initiate reasonable accommodation plans when necessary or appropriate.

## **2. APPLICATION AND INTERVIEW**

**Persons interested in applying for auxiliary positions with the AISD should go online to [www.aisd.net](http://www.aisd.net) and fill out an application. Depending on the needs of the District, individual applicants will be called for an interview.**

After screening, applicants for positions shall be interviewed by the supervisor of the area wherein a job exists and such supervisor shall recommend the desired applicant for hiring to Human Resources.

Applications are kept and updated for one year. Each applicant is responsible for updating on the website any information regarding change of address, name, telephone number, status, or update any other pertinent information to maintain accuracy as long as he/she has an active application on file.

Any falsification of application information or employment records will disqualify the applicant from hiring or will result in disciplinary action which may include termination, if hired.

## **3. APPLICANT SCREENING AND CRIMINAL RECORD CHECK**

A criminal background check and fingerprinting will be conducted by a representative of the Texas Department of Criminal Records for all applicants being considered for employment. Information obtained through background checks shall be used only to evaluate applicants for employment.

All Security Department Personnel must have a valid Texas Department of Public Safety Private Security Bureau Level II Non-Commission Security Officer License. Applicants who

cannot meet the standards required for said license are not eligible for employment. Training will be provided for those applicants who are hired who do not have a Level II license. An employee who fails to maintain a current and valid Level II license at all times is subject to termination. The Security Department will arrange for and cover the cost of fingerprinting for Level II license applications for Security Employees.

All district employees arrested for a felony or any offense involving moral turpitude must immediately notify their supervisor and the Human Resources Department. See Board Policy DH (Local) for the list of moral turpitude offenses. Each year, a criminal records check will be conducted on all employees of the school district. An unsatisfactory criminal background report may be justification for termination of employment with the district.

#### **4. DRIVING RECORD CHECK**

A driving license check will be conducted through the Texas Department of Motor Vehicles (TDMV) for all new employees of the district who are assigned to drive a District owned motor vehicle.

All employees assigned to drive a motor district vehicle will have a driving record check at least once each year. Driving records will be checked three times each year for bus drivers. An unsatisfactory driving record, as defined by the TDMV point system, may result in removal of the employee from the assigned position. Any employee that has accumulated 10 or more penalty points under the TDMV Point System shall be considered ineligible to drive a district vehicle until he or she requalifies under the point system. An employee removed from a driving position because of an unsatisfactory driving record may be reassigned to another position at a lower rate of pay or dismissed.

Employees taking medication which could affect the drivers' ability to drive must notify the appropriate supervisor immediately.

Employees must also report immediately to their supervisor any traffic violations they receive in a District motor vehicle.

Employees who have preventable accidents while driving a school vehicle may face disciplinary action up to and including termination of employment.

#### **5. SELECTION**

Applicants are employed on their own merit, based on their knowledge, skills and ability to meet the requirements of the available position. Selection is made according to Board Policy DAB (Legal). AISD is an equal opportunity employer.

#### **6. PHYSICAL**

After a job offer is made, all applicants will be given a physical examination to determine if the applicant can perform the essential functions of the job. This physical will be conducted by a physician selected by the AISD. Bus drivers are required to undergo a physical

annually. All bus drivers and other employees who drive AISD vehicles who are under the Department of Transportation regulations will be required to submit to random drug and alcohol testing.

If a new employee does not stay in the employment of the AISD for (90) days or if he/she takes and passes the physical exam and does not report for work as scheduled, he/ she will be responsible to the AISD for the cost of the exam.

**7. DOCUMENTS FOR EMPLOYMENT**

The following documents may be required for employment with the AISD: Application, References, Immigration and Naturalization Service with copies of documents verifying eligibility, Employment Eligibility Verification (form I-9) i.e., Social Security Card, Driver's License, Birth Certificate, Green Card, Passport, completed IRS W-4 and professional licenses or certifications, if applicable.

**8. GENERAL WAGE INCREASE**

New employees must be employed by the District at least 90 continuous days prior to July 1 to be eligible for salary increases that are approved by the Board of Trustees for the next fiscal year.

**9. CODE OF CONDUCT**

The Code of Conduct is found on page 17. Failure to adhere to the standards in the Code of Conduct may result in disciplinary action up to and including termination of employment.

**10. TOBACCO FREE WORKPLACE**

Employees are prohibited from possessing or using tobacco products and e-cigarettes on school premises or other District property. This policy applies to all District motor vehicles as well as all other physical property owned by the District.

Failure to adhere to this policy shall result in disciplinary action up to and including termination.

**EMPLOYMENT AND WORK RULES**

**11. ASSIGNMENTS**

Original assignments are made at the time of employment. Once officially hired, auxiliary employees shall serve at will. Auxilliary employees are not employed for any specified length of time, and have no property rights to their employment.

## **12. TRANSFERS**

Employees can be transferred or reassigned by the Superintendent or his/ her designee at any time. Employees may be subject to cross utilization in other departments as the need arises. Employees who wish to transfer from one building to another within the same department will follow the transfer procedures of their department. Employees who wish to transfer from one department to another must follow the procedure below:

- a. Employees may request a transfer online at [www.aisd.net](http://www.aisd.net). As a matter of professional courtesy, employees should notify their direct supervisor regarding their request to transfer.
- b. As the position requested becomes available, the supervisor of the requested position will approve or disapprove the request for transfer. If the supervisor approves the request, he /she will communicate and activate the transfer at the best possible time for the district, the departments involved, and the employee.

### **Involuntary Transfers**

- a. An involuntary transfer is one where the employee does not request a change in assignment. Notice of an involuntary transfer should be given to the employee at least one (1) week in advance of the official date of the transfer. If the transfer is due to disciplinary reasons, the employee may be transferred immediately.
- b. In all cases of involuntary transfers, the circumstances shall be discussed with the employee before any action is taken.
- c. Any employee may be assigned to any facility in AISD, whether the employee requests such an assignment or not. Refusal to accept an assignment to a designated assignment will be interpreted as a resignation on the part of the employee.

### **Custodial Transfer Requests**

- a. Transfers will be granted on a first-come, first-served basis.
- b. Transfers will be granted one time per year. Requests for multiple buildings will be accepted. However, when an opening occurs in a multiple building transfer, the employee will be assigned to that building. Other buildings requested by the same employee will not be granted.

**Note: Each transfer request will be reviewed based on the needs of the District. In most cases, granted transfer requests between departments and from building to building within a department that do not involve pay increases will be made during the summer months each year (June through August).**

### **Security Department Transfer Requests**

- a. Security Department vacancies will be announced by email to the department from the Security Manager or his / her designee.
- b. The announcement email will contain the applicable procedures to apply for that vacancy.
- c. All procedures must be followed completely.
- d. Employees who wish to transfer to another school or shift should notify their supervisor in writing. The supervisor will contact the Security Specialist to determine if a vacancy exists into which the employee can transfer.
- e. Other transfer requests will be evaluated on a case-by-case basis depending on the needs of the Department.

### **Food Service Work Assignments / Transfer Requests**

- a. Food Service employees are recommended for hire and assigned to a school, as needed, by the Food & Nutrition Services and the Human Resources Department. Assignments may be changed any time as the Supervisor, Assistant Director and/or Director determine needed.
- b. Employees interested in receiving a change of hours or school assignment must submit a written request with his/her signature to the AISD Food & Nutrition Services Office. Requests can be submitted in person, through inter-office mail, e-mailed, or mailed to 1206 W. Arkansas Lane, Arlington, TX 76013.
  - i. Employees must state their current work location and the area or specific school(s) to which the employee would like to be assigned.
  - ii. Employee(s) should indicate if more or less hours are being requested and a contact number for the employee.
  - iii. All transfer requests submitted will be considered for the current school year only. If desired, employees should resubmit requests annually if no action was taken on previous submission. No transfer request is guaranteed and will only be considered when positions become vacant and/or available.
- c. During the Spring Semester, employees will be given an opportunity to indicate their choice of school work site and assigned hours for the following school year. These assignments will be communicated in writing to employees through a mailed or hand delivered letter with "Back-to-School" information. No request is guaranteed and positions can only be filled when vacant. Employees not satisfied with the assignments made for the upcoming school year must resubmit their requests when school starts, if desired.

### **13. IDENTIFICATION BADGES**

- a. Employees will be photographed at the time of new hire orientation, and an ID card will be prepared for the employee's use at no cost to the employee.
- b. All hourly employees will wear their ID badges at all times while working. The identification badge is part of the employee's uniform. The employee's picture and name

should be clearly visible at all times, except in cases where the type of work does not permit the display.

- c. If the identification badge is lost or destroyed, the employee must notify his/her immediate supervisor who will arrange for a replacement. In some cases, a replacement fee may be charged.
- d. The identification badge is the property of the District and must be returned to the District upon termination of employment.

#### **14. WORKING HOURS**

- a. Auxiliary employee normal work hours will be established and communicated by the department manager.
- b. Work hours may be adjusted as needed to support District operations and will be regulated by the appropriate supervisor/administrator.
- c. Summer working hours shall be set according to the needs of the District. Notice of summer hours shall be given to employees in a timely manner.
- d. All employees will perform duties as assigned by the foreman or designated supervisor. Adjusted lunch and break schedules due to work load or emergency situations must be approved by the department foreman or supervisor. At the time of request for the adjusted schedule, a specific time will be identified. Schedules are subject to change at any time to meet the needs of the District.

#### **15. AFTER HOURS ON-CALL DUTY**

Auxiliary employees may be scheduled for on-call duty to address emergency situations. Employees who are scheduled for on-call duty must remain conditionally fit to work and must report for duty within 30 minutes or less of notification. Employees who cannot report for duty within the 30-minute time limit must contact their supervisor immediately upon realizing they cannot report on time.

#### **16. OVERTIME**

All overtime must be scheduled and approved in advance by the employee's supervisor. Working overtime without prior authorization is insubordination and may result in disciplinary action up to and including termination. The following are criteria to clarify and process overtime compensation.

- a. For payroll purposes, all auxiliary employee work weeks start on Monday and end on Sunday.
- b. The workday is determined by the clock-in punch time.
- c. Overtime shall be compensated for all hours worked over 40 hours during the work week at a rate of 1 ½ times the employee's hourly rate of pay.
- d. Those employees working two or more jobs with the district will be paid overtime at one and one-half times the weighted average of the pay rates of both jobs.



## **17. ATTENDANCE**

- a. Auxilliary employees provide critical services and support to our campuses. Employee attendance has a direct impact on the level of service we can provide to our staff and students. Employees are expected to report to work as scheduled. All absences from work must be approved in advance by the employee's immediate supervisor. When emergencies arise and advance notice is not possible, supervisors should be notified no later than one hour prior to the scheduled reporting time for the first day absent. Employees must inform the supervisor on a daily basis of his/her absentee status unless the employee has submitted a doctor's statement or has been granted leave indicating a specified period to be released from work.
- b. If an employee is to be absent for more than one day, the supervisor should be notified before 2:00 p.m. the previous day.
- c. If absent five (5) consecutive workdays, a doctor's statement is required to return to work. The doctor's statement must state the employee is able to return to full duty with no restrictions. The employee must bring the doctor's release to the employee's department main office for approval to return to work. If an employee returns to work with only a limited duty release, each case will be reviewed to see if the employee may return to work with the restrictions. AISD reserves the right to check with the individual doctor on an employee's work status and determine if the employee can perform his/her assigned duties with or without accommodations.
- d. The employee is responsible to obtain his/her immediate supervisor's phone number and instructions on how to contact their supervisor. If unable to contact the immediate supervisor, it is the employee's responsibility to call the appropriate department personnel.
- e. ANY EMPLOYEE returning to work following a medical leave or Worker's Compensation absence MUST first report to the employee's department main office with the appropriate documentation BEFORE returning to work.
- f. Immediate supervisors are to notify the appropriate personnel as soon as he/she is informed that an employee is to be absent.
- g. In determining whether an employee has been absent or tardy an excessive number of times, the following definitions will apply:
  - i. Tardiness-Any employee arriving after his/her scheduled starting time will be considered tardy.
  - ii. Excessive Tardiness- Any three (3) occurrences of tardiness within a 30-day period will be considered excessive. Excessive tardiness may result in disciplinary action up to and including termination of employment.
  - iii. Absence- An employee who is not present at his or her work assignment is considered absent.
  - iv. Excessive Absenteeism- Any employee who has three (3) unscheduled absences within a 60-day period will be considered to have excessive absenteeism. An unscheduled absence is any absence in which the employee has not been granted approval for time off prior to the day of the absence. Consecutive days of absence for the same illness, or incident, will be considered as one (1) absence. Excessive absenteeism may result in disciplinary action up to an including termination of employment.

- v. Three concurrent, unexcused absences will be considered by the District as job abandonment and will result in disciplinary action up to and including termination of employment.
- h. Clock-in and Clock-out times: Employees shall not clock in earlier than five (5) minutes before the normal work day begins. Employees who do not clock-in by their assigned start time are considered tardy. Employees shall clock out no more than five (5) minutes beyond the end time of their normal work day. Employees who clock out more than five (5) minutes beyond the assigned end time of their work shift without supervisor approval may be subject to discipline. No employee may clock in or out for another employee.
- i. Auxiliary departments may identify black-out dates for use of leave time in order to address operational needs of the department. Department supervisors will identify and communicate those dates to department employees in writing annually. Requests for time off during these critical times will not be granted, except for extenuating circumstances. Employees who are absent on a black-out date without prior supervisor approval will be required to provide a doctor's statement or the absence will result in loss of pay (Pay Dock) and/or disciplinary action.

## **18. USE OF DISTRICT VEHICLES**

- a. District vehicles must be used for District business only.
- b. District vehicles are not to be driven from assigned work areas for breaks.
- c. If the employee is in route from one work assignment to another, school vehicles may be used during lunch. The place chosen for lunch must be in a direct route to the next assigned work location or other assigned task. It is preferred that lunch be taken at the work location, if possible.
- d. If the work assignment is at the service center/ warehouse or the employee returns to the service center/warehouse for any reason, personal vehicles must be used if the employee leaves the service center for lunch or any other personal business reason. Employees will clock out when leaving the compound and clock in when they return.
- e. AISD vehicles are to be used for District-related duties only. Therefore, employees who leave their work assignment for personal business, such as medical treatment, must arrange for their own transportation.
- f. All employees assigned to drive a school vehicle (truck, tractor, etc.) will be held responsible for keeping the vehicle clean and the preventive maintenance schedule current. Any damage to this equipment must be reported to the appropriate supervisor immediately.
- g. Except when approved by an employee's supervisor, the employee is responsible for turning the vehicle off, removing the keys and locking the vehicle anytime an employee exits a District vehicle.
- h. In the event of a vehicle accident involving a district-owned vehicle, the driver is required to follow the **District Accident Reporting Procedures** while at the scene, listed below:
  - a. In the event of an injury to anyone involved in the accident that requires medical attention, immediately contact 9-1-1 for emergency assistance.
  - b. Contact immediate supervisor to notify them of the accident.
  - c. Locate and complete accident reporting documents in the vehicle glove box.

- d. Record contact information from any witnesses, if applicable
- e. Take photos of all vehicles involved in the accident, the accident site and driver information from all drivers (driver's license, insurance card, etc.).
- f. If right of way cannot be established, a police accident report must be initiated.
- g. In the event of injury to anyone involved, a police accident report must be established

**19. WORK CANCELLATION DAY**

When school is dismissed by the Superintendent for bad weather or for any other reason, the following procedure will apply:

- a. When the district is closed for any reason, auxiliary employees will not report to work. In the event of an unscheduled closure, auxiliary employees may either elect to receive no pay for the missed work day, or may select one of the following options to be compensated for the missed work day:
  - i. Use of an earned personal leave day.
  - ii. Use of an earned vacation day.
- b. Exceptions
  - i. Some employees may be called in for extreme emergencies and shall receive two (2) times the regular hourly pay for hours worked. Mileage to and from home to work will be reimbursed at the standard mileage reimbursement rate in effect at the time an employee is called in for emergency purposes. A minimum of four hours will be paid.
  - ii. Employees called in may be utilized in all types of working conditions (inside and out) based on the District's needs. Employees must report to work prepared to work in all types of weather conditions.
- c. When school has a delayed opening, the following procedure will apply:

**Plant Services, Warehouse & Security Employees**

When school is delayed due to hazardous driving conditions, employees will report to work at their regular time.

Employees who cannot make it to their assigned duty location because of road conditions may report two (2) hours late. Employees will have the same options available to them for an unscheduled closure (see 19.a., above) to account for any missed time due to adverse road conditions.

**Transportation and Food & Nutrition Service Employees:**

Refer to your department handbook for guidance.

## **20. CELL PHONES**

Personal cell phones should only be used during work hours for work-related activities. Failure to follow this policy may result in disciplinary action up to and including termination of employment.

## **21. ELECTRONIC DEVICES**

Personal use of electronic devices (including RADIO, CD player, IPOD, cell phone, wireless headsets, etc.) while operating a District vehicle, tractor and other AISD equipment is prohibited. Failure to follow this policy may result in disciplinary action up to and including termination of employment.

## **22. PARKING**

Off-street parking is provided for all employees at the Service Center. Every employee will park in designated lots including the north employees' parking lot, Food & Nutrition Services lot, and Annex II lot. Employees assigned to school facilities will park in the parking lots provided at the schools.

To minimize traffic congestion, all visitors must park only in designated visitor parking.

All employees will park in their assigned parking spaces or in designated employee parking lots.

The parking lot south of Annex II is reserved for employees of departments assigned to Annex II, overflow from Transportation, and Security Department personnel authorized to park in that lot.

District vehicles are not permitted in designated employee parking lots. Violating this policy may result in disciplinary action up to and including termination of employment.

AISD is not liable for any damage to employee's personal articles or vehicles while on AISD property.

## **23. APPEARANCE**

Employees represent both the AISD and their respective departments and are expected to set an example for students.

Plant Services, Warehouse, Security, Transportation and Food Service employees must wear district-supplied and/or approved uniforms at all times. Employees should wear a clean uniform each day. Employees are responsible for cleaning their uniforms.

All uniforms must be worn as intended. Questions should be directed to your supervisor. Hair and beards shall be kept neat and clean at all times. Hair and beard length should never be so long that it is a danger to the employee in his/her job.

Personal appearance must be appropriate for the educational environment, as determined by department supervisors.

**24. LANGUAGE/COMMUNICATIONS**

Employees shall refrain from using profanity, or language that could be considered defamatory, offensive or vulgar. Obscene/suggestive gestures must never be used at any time.

**25. STUDENT CONTACT & CONFIDENTIALITY**

Employees shall limit conversation with students to specific information that would be required to perform their duties. All student information must be kept confidential.

Auxiliary employees must not attempt to discipline or punish a student. The need for discipline must be referred to the teacher, assistant principal, or principal for action.

Employees must refrain from inappropriate physical contact with students at all times. No auxiliary employee will allow any student into the building before or after school hours without the principal's prior written approval.

**26. HANDLING MONEY**

The district has specific expectations for any employee who handles money for the district or any student organization. The Campus Accounting Manual, available on the district intranet, provides rules for handling and accounting for district funds. Employees who handle money are responsible for reviewing and complying with the rules contained in the Campus Accounting Manual.

Food Service employees must follow the rules in the Food & Nutrition Services Financial Handbook, training and all district, state and federal regulations.

Mishandling of district funds is grounds for disciplinary action up to and including termination of employment.

**27. DISCIPLINARY POLICY**

The goals of discipline are to remedy improper conduct on the part of an employee and to maintain an effective work force.

Employees who do not conform to the established rules of conduct or regulations shall be subject to corrective disciplinary action. Any disciplinary action should take place in a private conference between the supervisor and employee. Only when an employee files a grievance is that employee entitled to have a representative present.

All written disciplinary documentation will be submitted to Human Resources and may become a part of the employee's permanent file.

### **Forms of Corrective Discipline**

Misconduct will be grounds for applying progressive disciplinary measures as the circumstances warrant, up to and including termination of employment. Disciplinary actions may include:

- Verbal and/or Written Warning/Conference Summary
- Written Reprimand
- Suspension
- Demotion
- Termination of employment.

Correction may be initiated at the lowest level of supervision and/or any supervisory level above, based on each individual case and its severity.

Disciplinary action beyond a verbal and/or written warning must be approved by the appropriate department's supervisor or administrator. The employee has the right to provide a rebuttal to any disciplinary action taken against the employee.

## **28. OUTSIDE EMPLOYMENT**

Any additional or supplementary non-District employment accepted by District employees must not in any way interfere with the complete and efficient performance of the duties and obligations of the District position.

## **29. PROCEDURES FOR ASSIGNING AND INSPECTING EMPLOYEE LOCKERS**

- a. The AISD seeks to provide lockers for its employee's convenience at work when possible. A locker may be assigned to an employee for his/her use, but the locker remains the property of the AISD.
- b. Employees with assigned lockers will be responsible for the contents. A locker may be inspected at any time.
- c. Supervisors and/or Security will conduct inspections, as necessary. Two individuals will be present during the inspection.

## **30. SAFETY INFORMATION/POLICY**

Safety is of primary importance in our operations. Each of us has the responsibility to make the safety of the students, our co-workers, and ourselves, a basic concern. This objective is fundamental to our well-being as well as the efficient operations of the AISD.

Safety rules alone cannot prevent an accident. The ingredients of a safe working environment are management commitment, a knowledgeable supervisory staff, an effective

safety program, and a conscientious work force where every individual is dedicated to the principle of accident prevention.

The AISD recognizes its responsibility to provide safe working conditions, safe working rules, safety knowledge, and a competent work direction.

All AISD employees are responsible for complying with all guidelines as directed by the AISD Safety Manual.

### **31. KEY ASSIGNMENT AND CONTROL PROCEDURE**

To maintain maximum security of AISD facilities, there must be an accurate and continuous accountability of all keys issued and utilized within the system.

In order to achieve this requirement, the following procedures are established regarding keys issued to and utilized by all district personnel:

- a. Great Grand Master keys will only be issued to Senior Administration (Superintendent, CFO, CAO, Assistant Superintendents, Area Superintendents, and Auxiliary Services Administration)
- b. Grand Master, Master and Submaster keys will be issued to personnel based on position and need when authorized by the appropriate department personnel and approved by the Executive Director of Plant Services or Sr. Manager of Maintenance.
- c. All key requests shall be made to the department supervisor for issuance and accountability. The following factors shall be utilized in the accountability of keys issued:
  - i. Supervisors shall utilize "The Personnel Key Issue Log Form" when issuing keys.
  - ii. Assigned keys shall not be loaned to any other person.
  - iii. District keys shall NOT be duplicated.
  - iv. Broken keys should be reported and submitted to your immediate supervisor for reissuance.
  - v. Assigned vehicle keys shall be checked out and back in daily from lockable key cabinets maintained by the appropriate supervisor.
  - vi. School keys are to be taken home only as directed by the department supervisor.
  - vii. Lost keys shall be reported immediately to the appropriate supervisor.

## **PAYROLL PROCEDURE**

### **32. TIME RECORDS**

Auxiliary employees will use their district-issued ID badge to clock in and out at appointed times and appropriate locations. Manual punches done by badge number must be reported to the employee's payroll supervisor not later than the end of the pay period. No employee

shall allow another employee to clock in or out with their ID badge. Time cards are to be signed by the employee and foreman or supervisor at the end of each pay period.

### **33. PAYDAY**

Auxiliary employees are paid on a bi-weekly basis. For payroll purposes, all auxiliary employee work weeks start on Monday and end on Sunday. Pay will be received by direct deposit or placed on a pay card for each employee. Questions regarding employee pay should be directed to the employee's immediate supervisor.

### **34. CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER**

Whenever an employee changes his name, address, or telephone number, it is his/her responsibility to enter the change on-line in the Employee Service Center and notify his/her Supervisor within 24 hours.

### **35. HOURLY WAGE EXCEPTIONS**

Night Pay - If the majority of an employee's regular work shift takes place after 5:00 p.m., the employee will receive an additional .20 cent per hour.

## **EMPLOYEE BENEFITS**

### **36. PERSONAL LEAVE**

Personal leave time is earned as defined in DEC (LEGAL) and DEC (LOCAL).

An employee shall not earn local leave when he or she is in unpaid status.

Definitions used in the local personal leave plan are as follows:

- a. "Current year" refers to the fiscal year in operation from July 1 through June 30.
- b. The term "immediate family" is defined in Board Policy DEC (LOCAL)

Leave time can used as defined in DEC (LEGAL), DEC (LOCAL) and DECA (LEGAL). An employee absent from duty because of personal illness or other non-illness reasons shall receive full pay until his/her current and cumulated personal leave has been exhausted. Only employee workdays shall be counted in applying the personal leave policy. The unused portion of an employee's state personal leave is cumulative with no limit on the number of days. The state personal leave days may transfer from school district to school district within the State of Texas. At the end of each year's work year, unused current year personal leave will be added to the employee's cumulative personal leave account. The unused portion of any employee's local personal leave is cumulative not to exceed fifty (50) local days.



Upon retirement from the District, any employee hired before January 1, 1985 will be paid a percentage of his/her unused and eligible local personal leave days. Please call the Human Resources Department for additional information.

An employee requesting personal leave benefits for a period of three (3) days or more is required to file with the department supervisor a certification of the illness by licensed medical provider. If the request for personal leave is for a member of the employee's immediate family, a doctor's statement will be required for leave of three (3) days or more. In case of extended illness, a certification may be required at 5-day intervals.

Employees requesting personal leave during a department's black-out dates or the day before and/or after a scheduled holiday shall be required to submit a doctor's statement to certify illness, except for extenuating circumstances approved by the employee's supervisor.

### **37. UNIFORMS**

Uniforms are determined by the department supervisor. All auxiliary employees are issued the appropriate number of uniforms as defined by the respective department each school year without charge to the employee. These uniforms are the property of AISD. When an employee leaves the District, all sets of uniforms issued for the current school must be returned to the department or Human Resources or the cost of the uniforms and district issued equipment not returned will be deducted from the employee's last paycheck.

The employee is responsible for the cleaning and upkeep of the uniforms. Pants or jeans worn by the employee must be appropriate at all times, as determined by the department supervisor.

Appropriate safety equipment will be made available to employees in designated departments as part of the regular uniforms. Each employee is responsible for the care of the equipment issued to them. Appropriate safety equipment must be worn at all times. Failure to do so may result in disciplinary action up to and including termination. Safe work practice is the obligation of all employees.

Cafeteria monitors are not issued uniforms. Monitors should check with the principal/assistant principal at his/her assigned school for the appropriate dress code.

All hourly employees will wear their district-issued ID badges at all times during normal working hours and overtime. District-issued ID badges are considered part of an employee's uniform.

Employees whose job may require both inside and outside work should have the necessary clothing (e.g., raincoat, coat) for working in the changing Texas climate.

### **38. HOLIDAYS**

Holidays are defined by District administration and communicated to auxiliary employees prior to the start of each fiscal year. To be paid for holiday time off, any full-time employee

(12-month) must work the last working day prior to a holiday period and the day following the holiday unless on paid vacation or approved personal leave with accumulated days.

Holiday pay is granted by the District in accordance with the definition above. Food Service campus employees, bus drivers/bus attendants, and cafeteria monitors are not paid for holidays.

### **39. VACATION**

Vacation days for verified 12-month employees, forty (40) hours per week or more, will be earned at a rate of .2632% of a day per week not to exceed ten (10) working days per year. A 12-month employee working twenty (20) hours a week will earn vacation days at half the amount of a full-time employee.

Upon completing ten (10) years of service, one hundred twenty (120) months, verified twelve months, forty (40) hours per week, employees will earn vacation days at the rate of .3948% of a day per week, not to exceed fifteen (15) working days per year.

Simultaneous employment (working two positions) will not count for more than the equivalent of one full-time employment.

An official District holiday occurring during an employee's vacation will not be considered as vacation time.

An employee will not accrue vacation days while on approved leave if they have exhausted all accrued leave.

#### Vacation Scheduling:

A written request with approval by the appropriate supervisor will be required of each employee requesting the use of earned vacation days. Request shall be submitted one (1) week prior to commencement of vacation.

Earned vacation time may be approved in periods of one half day or more when such vacation will not interfere with the needs of the department or such vacation is necessary to meet an emergency.

Accrued vacation must be used by December 31 of the year following the year it is earned. Requests to use prior year vacation accruals must be submitted to the employee's supervisor by September 1. Requests will be approved based on the operational needs of the department. Should two or more employees request the same days off, preference will be given based on employee seniority.

### **40. RETIREMENT**

Questions regarding retirement should be directed to the AISD Benefits Department. An employee considering retirement should notify his/her supervisor as soon as possible.

# **ARLINGTON INDEPENDENT SCHOOL DISTRICT**

## **CODE OF CONDUCT**

### **THE FOLLOWING ARE PROHIBITED ACTIVITIES WHICH MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT:**

1. Possession or consumption of alcohol at work, reporting to work under the influence of alcohol, or not reporting to work because of alcohol consumption.
2. Use of or illegal possession of drugs or attempt to take part in the sale or illegal handling of drugs.
3. Possession or use of tobacco products or e-cigarettes on AISD property, including District vehicles and equipment.
4. Eating in unauthorized areas, including District vehicles and equipment.
5. Theft or unauthorized use of property belonging to the District, other employees, students, guests, etc.
6. Insubordination.
7. Inadequate or deficient work performance.
8. Use of phone or personal electronic device, including headphones or ear buds, while operating District vehicles or equipment.
9. Spreading malicious rumors or gossip.
10. Unauthorized release of information regarding the District, employees, students, parents, etc.
11. Falsification of any District record.
12. Unexcused absence, excessive absences, or excessive tardiness.
13. Violation of applicable health or safety policies and/or regulations.
14. Willful destruction of District property or property of others.
15. Fighting, reckless behavior, or any other attempt to injure another person.
16. Lack of courtesy, respect, or professional behavior towards students, employees, parents or guests.
17. Leaving work assignment without the permission of supervisor.
18. Solicitations for donation, etc. unless cleared through proper administrative personnel.
19. Reporting for duty without appropriate uniform or proper work attire.
20. Lack of appropriate personal hygiene.
21. Inappropriate social relationships or interactions with students.