

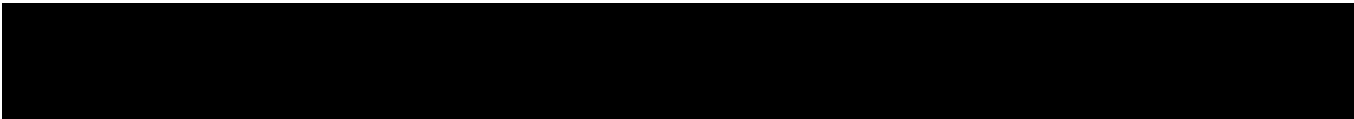
*Katy Independent School District*

**KATY**

# **Employee Handbook 2014-2015**



[www.katyisd.org](http://www.katyisd.org)



Katy ISD  
Employee Handbook  
Signature Page  
is now part of the online  
Mandatory Trainings  
completion form.

Please follow the  
instructions on the  
[Katy ISD Mandatory  
Trainings at a Glance](#)  
page.

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# Code and Philosophy

## Code of Ethics

### [Board Policy DH](#)

#### Preamble

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

## 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 District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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

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

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

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

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

Standard 1.7. The educator shall comply with state regulations, written local 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 District employees, Board members, students, or parents of students.

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

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

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

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

## 2. Ethical Conduct Toward Professional Colleagues

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



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

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

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

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

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

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who 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, e-mail, 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:

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. 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.

## Financial Ethics

### [Board Policy CAA](#)

The District prohibits fraud and financial impropriety in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District;
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
3. Misappropriation of funds, securities, supplies, or other District assets, including employee time;
4. Impropriety in the handling of money or reporting of District financial transactions;
5. Profiteering as a result of insider knowledge of District information or activities;
6. Unauthorized disclosure of confidential or proprietary information to outside parties;
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District;
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy; [\[Board Policy DBD \(LEGAL\)\]](#)
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
10. Failure to provide financial records required by state or local entities;
11. Failure to disclose conflicts of interest as required by law or District policy;
12. Any other dishonest act regarding the finances of the District.

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment and when circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities.

## Mission Statement

### [Board Policy AE](#)

Katy Independent School District, the leader in educational excellence, together with family and community, provides unparalleled learning experiences designed to prepare and inspire each student to live an honorable, fulfilling life – *to create the future.*

### **KISD Cornerstones** (*April 3, 2012*)

1. **Collaboration:** Work respectfully with others by sharing responsibilities, exchanging and evaluating knowledge and ideas, and building consensus in order to achieve a common goal.
2. **Communication:** Convey information and ideas to effectively engage the audience using a medium appropriate to the topic and purpose.
3. **Creative Thinking:** Generate a range of ideas through a meaningful process (structured or unstructured) that inspires the development of original or innovative products, performances, or solutions.
4. **Critical Thinking:** Analyze, evaluate, and synthesize information, ideas or objects to make inferences and predictions, and draw conclusions.

5. **Information Literacy:** Utilize an inquiry process to locate and evaluate a variety of information sources based on accuracy, authority, and point of view in order to accomplish a task.
6. **Problem Solving:** Identify, define, and/or explore a problem or situation, and work through a process to determine and evaluate solutions.
7. **Social Contribution:** Contribute to the betterment of one's community through service.

# Qualifications

## [Board Policies DBA, DBAA, DF](#)

Katy ISD employs instructional staff who holds at least a bachelor's degree and a Texas certificate or permit. Persons appointed to administrative and supervisory positions should hold at least a master's degree from an approved institution and be appropriately certified. A criminal history check is completed on all Katy ISD applicants.

Only the superintendent or superintendent's designee has authority to offer contracts for employment. All contracts must be approved by the Katy ISD Board of Trustees.

## **Certified Out-of-State Applicants**

Teachers who hold a valid out-of-state classroom certificate are usually eligible for a one-year certificate to teach in Texas. During a twelve (12) month period of validity, the teacher must perform successfully on TExES tests for the content area(s) in which certification is sought and a professional development test and satisfy any other deficiency that may be designated by the State Board for Educator Certification (SBEC). Employees are strongly encouraged to complete all TExES test requirements by March of the school year. Upon completion of this requirement, the teacher is eligible to apply for a standard renewable certificate. Failure to complete the requirement during the validity period will result in the employee not being able to obtain a standard certificate. Therefore, since the One Year cannot be renewed, the contract will be void. For out-of-state certified new hires, you **must** apply online for a review of credentials; provide official transcripts and a copy of your out-of-state teaching certificate and complete fingerprinting to the State Board for Educator Certification. Apply online at [www.tea.state.tx.us](http://www.tea.state.tx.us) - select "SBEC Online for Educators" and follow the directions. Out-of-state new hires are responsible for all fees related to obtaining a Texas teaching certificate.

Specific questions concerning certification should be directed to:

Texas Education Agency  
1701 North Congress Avenue  
WBT 5-100  
Austin, Texas 78701-1494  
512-936-8400, option 2

Correspondence from SBEC should be filed in the Human Resources Department.

## **District Documents**

Employees are to complete all District documents accurately. Falsification of any record, including application, time card, etc., may result in termination.

## **Employee Standards of Conduct**

### [Board Policy DH](#)

All district employees shall perform their duties in accordance with state and federal law, District policy, and the Code of Ethics and Standard practices for Texas Educators.

All district personnel shall recognize and respect the rights of students, parents, other employees and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or received deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event. An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty pleas, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property of funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include but are not limited to:
  - a. Dishonesty, fraud, deceit, theft, misrepresentation;
  - b. Deliberate violence;
  - c. Base, vile or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
  - d. Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - e. Felony and/or misdemeanor driving while intoxicated (DWI); or
  - f. Acts constituting abuse or neglect under the Texas Family Code.

## **Fingerprinting**

As of January 1, 2008, Katy ISD has been in compliance with the Texas Senate Bill 9. All employees and substitutes hired must complete the fingerprinting process with the Texas Education Agency (TEA)/Texas DPS FACT Clearinghouse prior to employment. Katy ISD will receive notification on employees and substitutes through FACT if any event related to criminal history occurs. Employees and substitutes are required to self-report and event as stated above in Board Policy DH to immediate supervisor or Human Resources.

## **Health Requirements**

### **[Board Policy DBB](#)**

The district may require that an employee undergo a physical examination if at any time his/her ability to perform adequately is in question.

## **Statement of Confidentiality**

### **[Board Policy GBA](#)**

According to the Open Records Act (effective 9/1/85), the home addresses, home telephone numbers (including former home addresses and telephone numbers), date of birth, social security numbers, and any information that reveals whether the person has family members are confidential if the individual has, in writing, opted to keep this information private. As an employee of KISD, you may indicate whether you wish this information to be released by completing the Statement of Confidentiality Form in the new hire paperwork. Failure to complete the form indicates that you have no objection to having this information released. You can file a new form at any time to reflect a change in your choice concerning confidentiality.

# Job Procedures

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

## Accident Reporting

Employees shall report any injury or accident regardless of severity while on duty in course and scope of employment with Katy ISD. Incident should be reported immediately to their supervisor. Supervisors must notify the District's Risk Management Department at 281-396-2422 or 281-396-2241 within twenty-four (24) hours of its occurrence. If an employee fails to report the accident within 30 days of the incident, the claim may be denied by the District Claims Administrator. The employee's supervisor and/or the Risk Management Department shall conduct a thorough investigation, involving the employee and any witnesses that observed the accident.

It is the employee's responsibility to complete the online accident report form via the Risk Management Department's website or KatyNET – Online Forms – Risk Management – Employee First Report of Injury. Complete and hit the "SUBMIT" button on the bottom of the form (**do not save the form**). It will automatically send the completed form to the Risk Management Department's Workers' Compensation Specialist. If the employee is unable to complete the online form, then it is the supervisor's responsibility to complete and submit the online form or delegate that responsibility.

The employee is required to contact the Risk Management Department at 281-396-2422 or 281-396-2241 before seeking medical treatment for a reported injury to assist in the coordination of care. If emergency medical treatment is required, the supervisor must immediately notify Risk Management and advise where the employee is being transported. Medical treatment must be attained in the network, all other treatment must seek prior approval. Other than emergency medical treatment at any hospital emergency room (stand-alone ER's are not covered) only approved doctors on within our workers' compensation network will be used to treat the District's work injuries.

The District encourages employees to return to work as early as possible if able to do so. If an employee is released to return to work in a modified duty capacity, as a result of compensable work related injury, they are to immediately notify their supervisor to secure a return to work date. Risk Management and the employee's supervisor will evaluate the ability of the employee to return in a modified duty capacity. If a modified duty position is available, a "bona fide offer of modified duty" will be extended to the employee outlining the start date, time, rate of pay, and job duties. Employees are to understand that a modified duty job offer does not mean a permanent accommodation or modification to their existing job and is considered to be temporary and limited by time. The District may assign an employee to any modified duty job that meets the restrictions set forth by the approved treating doctor of the employee for the work related injury. The employee further understands that modified duty jobs are based solely on availability and not guaranteed.

## Accommodations-Americans with Disabilities Act (ADA)

Requests for reasonable accommodations under ADA from current employees must be directed to Human Resources. Upon receipt of request, the employee will be given specific instructions about information needed from the employee and his/her medical physician.

Inquiries from employees should be made to Employee Relations. Once all needed information has been gathered, a meeting will be scheduled with the employee to discuss the reasonable accommodations.

## Attendance / Employee Work Hours

Employees are expected to come to work each scheduled duty day at the assigned reporting time, unless specifically relieved of duty by their department supervisor. Failure to report for duty as assigned or in a timely manner may be grounds for termination of employment.

Employee duty schedules are established by the employee's department with regard to work hours and are governed by the approved school calendar, in many cases, with regard to days worked.

Hours can change during the year to meet the needs of the District. The work location of an employee may also be changed during the year, as the need arises.

## **Breast Feeding Mothers**

### **[Board Policy DEA \(LEGAL\)](#)**

The Patient Protection and Affordable Care Act, Section 7 states that mothers can express for one year after a child's birth. It also clarifies that this provision is for employees covered under Section 7 of the Fair Labor Standards Act. Those employees are classified as "employees entitled to overtime" or hourly employees. Hourly employees must clock in and out of Kronos when expressing. Since teachers are salaried employees, section 7 does not give these same considerations. However, in KISD, we recognize the importance of breastfeeding and, therefore, provide breast feeding considerations to both hourly and salaried employees. For salaried employees expression should not interfere with student learning or the essential functions of a teacher. Therefore, teachers can use times such as before and after school, planning, and lunch times in order to express. Most mothers begin to practice this schedule a couple of weeks before returning to work so that they are ready for the new schedule upon their return.

As far as location for breast feeding, The Fair Labor Standards Act states, "A bathroom, even if private, is not a permissible location under the Act. The location must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother's use, it must be available when needed in order to meet the statutory requirement. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view, and free from any intrusion from co-workers and the public."

## **Care of Buildings and Grounds**

Katy ISD facilities are superior to most others in the state. Employees should take pride in the careful use of these facilities and should expect the same behavior from students.

Teachers are asked by the principal to make an inventory of their rooms periodically, reporting any damage. Any student caught defacing property should be reported to an administrator.

Energy conservation is a major concern of the District. Principals/Supervisors will outline conservation measures to follow. Use safety precautions with electrical equipment, etc. Defective equipment or broken electrical outlets should be reported to the principal/supervisor. His/her advice should be sought in any instance where the question of safety is not certain.

Building security is essential. Employees will receive instructions regarding procedures to follow.

## **Children of Employees – Attendance in Katy ISD Schools**

Due to the rapid growth in enrollment, new student transfer procedures were developed in 1996. *Individuals employed after February 26, 1996 who are not residents of Katy ISD will not be allowed to enroll their children in the District's schools.*

## **Communicable Diseases**

### **[Administrative Regulation FFAD](#)**

The following information will provide simple and effective precautions against the transmission of a communicable disease for all students and school personnel who are potentially exposed to the body fluids of any person. No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very

low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Transmission of a communicable disease is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from diagnosed individuals, because simple precautions are not always carried out.

To avoid contact with body fluids, the following precautions should be observed:

- Avoid direct skin contact with body fluids. This also includes the mucous membranes (e.g. eyes, nose, and mouth);
- Wear disposable gloves when contact with body fluids is anticipated (e.g. when treating bloody noses; open cuts, abrasions and other lesions; handling contaminated clothing; and cleaning up body fluid spills) (See Hazard Communication Training Program);
- Always practice good personal hygiene through proper hand washing techniques (See Hazard Communication Training Program);
- Request assistance from a custodian for proper cleaning of all body fluid spills.

## KEYS TO PREVENTING INFECTION FROM A COMMUNICABLE DISEASE:

- Understanding the risk factor you may face;
- Knowing how to protect yourself.

A Bloodborne Pathogen Exposure Plan is available for review by all employees. Copies are located in the school clinic and library.

In addition to information received on communicable disease, employees in a job classification that has been identified as having, or possibly having occupational exposure receive additional training more specific to blood borne pathogens.

**Each campus in the District has a full time Health Services Professional on staff.** Please do not hesitate to consult her/him if you have any questions or would like more information regarding communicable diseases in the school setting. The Katy ISD Health Services Instructional Officer may also assist you with your questions and/or concerns (281-396-2875).

## Computer Use Guidelines

[Board Policies CQ and DH](#)

[Administrative Regulations CQ](#)

All employees are expected to read and adhere to the Staff Responsible Use Guidelines which can also be found in this handbook. A violation of any of these guidelines will be dealt with as a personnel matter by the appropriate supervisor. Employees may also secure this information from the technology department. The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy governing copyright.

Access to the District's electronic communications system, including the Internet, is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

## Conflict of Interest/Non-School Related Activities

[Administrative Regulation DBD](#)

Employees sponsoring non-school related student travel or other activities in the summer or during vacation times shall not take advantage of their access to students to advertise or promote student-focused activities. Employees must follow the same procedures as any other community member in advertising non-school sponsored activities or events for profit or personal benefit. Please refer to the related portions of Board Policy and Administrative Regulations at DBD regarding "conflict of interest," GKB regarding "advertising in the schools" and GKDA pertaining to "distribution of non-school literature."



## **Conflict of Interest/Outside Employment**

### [Administrative Regulation](#) and [Board Policy DBD](#)

An employee cannot engage in any outside employment or activity for monetary gain which interferes with or detracts from the ability to function in his/her assignment.

Employees who desire to engage in any type of employment outside their assigned duties during the period of their contract shall request the approval of their supervisor or principal and the Assistant Superintendent for Human Resources or designee prior to accepting such employment. Approval shall be obtained for each school year.

**The “Request for Approval to Engage in Non-school Employment” form is submitted to the supervisor who then forwards the request to the Executive Director for Human Resources.** (*See On-line Forms on KatyNET*)

## **Private Tutoring**

The District provides tutoring programs for students having academic difficulties. However, on occasion a student and/or his/her parent may feel that the student can benefit from additional tutoring. Elementary employees cannot tutor, for compensation, a student currently enrolled in the same grade at the same school where the teacher is employed. Secondary employees cannot tutor, for compensation, a student currently enrolled in the same course(s) at the same school where the teacher is employed. Provisions must be followed in relation to dual employment before tutoring students for pay.

## **Contacting Employees During the Workday**

All employees should give their campus/department phone number to any person who may need to contact them during the workday. When place of employment is requested on forms, Katy Independent School District and the campus/department assignment should be given.

## **Copyrighted Material**

### [Board Policy CY](#)

Federal copyright law found in 17 USC 107 protects “original works of authorship fixed in any tangible medium of expression...” The types of works that are protected include but are not limited to:

- Literary works;
- Musical works, including accompanying words;
- Dramatic works, including any accompanying music;
- Pantomimes and choreographic works;
- Pictorial, graphic and sculptural works;
- Motion pictures and other audiovisual works;
- Sound recordings; and
- Architectural works.

If employees use a protected work in an inappropriate manner, the action constitutes an “infringement” of the Copyright Act. Infringement is similar to theft, and there are both civil and criminal penalties for such action.

Under what is called the Fair Use Doctrine, school employees may use portions of copyrighted works without the owner’s permission if the use “serves a public purpose.” Factors to be considered in determining fair use are found on page 3 of [Board Policy CY \(LEGAL\)](#). (See 17 U.S.C. 107, historical note, for the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions” and “Guidelines for Educational Use of Music.”)

## **Discipline**

The development of wholesome attitudes and goals is a primary objective of the District’s educational program. At all grade levels, students should be taught about personal grooming, fair play, courtesy, honesty, industry, and respect for school property.

The Texas Education Code, Chapter 37, entitled, “Discipline: Law and Order” can be found on the Texas Education Agency website / [www.tea.state.tx.us](http://www.tea.state.tx.us) and in the FO series in Board Policy. The District’s expectations in the area of discipline are contained in the Katy ISD **Discipline Management Plan and Student Code of Conduct** handbook. All district students are expected to read, sign and abide by these guidelines. Students in Prekindergarten, Kindergarten, and 1<sup>st</sup> grade are not required to sign the acknowledgement card; however, these students are expected to adhere to the student Code of Conduct as described in this booklet. Only the parent or guardian is required to sign. All employees are required to be knowledgeable about the contents and enforce the rules.

## **Drug-Free Workplace Requirements**

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

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol, as that term is defined in state and federal law, in the workplace or at any school-related event.

Employees who violate this prohibition may be referred to drug and alcohol counseling programs, drug rehabilitation programs, employee assistance programs, or may be terminated from employment with the District.

As a condition of employment in the District, each employee shall abide by the terms of the requirements and prohibitions set out in this statement and shall notify the District in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction.

Within 30 days of receiving notice of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination; or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

## **Emergency Plan**

**Under TX Education Code 37.108 all facilities are required to have emergency plans. Every facility in Katy ISD has a building specific Emergency Response Guide. Employees must adhere to the procedures in the Emergency Response Guide.**

**The goal of these guidelines is to keep Katy ISD staff, students, and guests safe. If an alarm sounds, you are required to take the appropriate action until given the all-clear by the appropriate authorities.**

## **Employee Discrimination / Harassment / Retaliation**

### **[Board Policies DIA](#) and [DGBA](#)**

The District prohibits discrimination, including harassment, based on a person’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Discrimination against an employee is defined as conduct directed at an employee on the previously listed basis that adversely affects the employee’s employment. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate discrimination or harassment of others and are encouraged to report claims as soon as possible to their supervisor. Failure to promptly report alleged harassment may impair the District’s ability to investigate and address the claim(s).

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment;
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

Employees shall not engage in conduct constituting discrimination or harassment. The District shall investigate all allegations of such claims and shall take appropriate disciplinary action against employees found to engage in such acts.

An employee who believes he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. Alternatively, the employee may report the alleged acts to Human Resources, Title IX Coordinator. A complainant who is not satisfied with the outcome of the investigation may appeal through the District's grievance policy. [\[Board Policy DGBA \(LOCAL\)\]](#)

## Employee Self Service (ESS)

**Employee Self Service (ESS)** serves as a 24/7 resource for all employees to access their information from any computer with Internet access.

### ESS viewing options include:

- Certifications
- Pay/Tax Information (YTD Information, W-2, W-4, Paycheck Simulator, Salary Notification)
- Time Off (Local, Personal, Comp Time, Vacation)

### ESS editing options include:

- Expense Reports
- Personal Information: If you have a change of address, contact/alternate e-mail, W-2 delivery preference, telephone, or emergency contacts, please use Employee Self Service to make these changes.
- Employee Profile: If you have a change/update to DOB, Gender, EEO Ethnicity, Marital Status, Privacy Setting, DOE Ethnicity, or DOE Race, please use Employee Self Service to make these changes.
- **NAME CHANGES: If you have a name change, it cannot be done on ESS. You must submit a Change of Last Name form found on KatyNET and present a new/updated Social Security Card to Human Resources showing your correct name (See Job Status and Change: Change of Status Report/Personal Data for more information).**

To access, from any Internet browser go to the following address: <https://mss.katyisd.org/MSS/> OR go to KatyNET and select the Employee Self Service icon. Click on LOG IN at the top right corner of the page and input the following information:

**USERNAME:** Initial of your First Name and your FULL Last Name followed by the last 4 digits of your SSN.  
*For example: John Smith with a SSN of 111-11-1111 would use the login JSMITH1111.*

**PASSWORD:** Default password is the last 4 digits of your SSN. You will be forced to change your password upon your first login.

If you have any questions on ESS, please contact the Technology Support Center.

## Employee Work Hours

Teacher/Employee hours will be as follows:

High School	7:10 a.m. – 3:10 p.m.
Junior High	7:10 a.m. – 3:10 p.m.
Elementary	7:55 a.m. – 3:55 p.m.

For purposes of recording absences and obtaining a substitute, the following hours indicate half-day hours:

Secondary	7:10 a.m. – 11:10 a.m.
	11:10 a.m. – 3:30 p.m.
Elementary	7:55 a.m. – 11:55 a.m.
	11:55 a.m. – 3:55 p.m.

Adjustments may be made for employee or student hours based on individual campus needs. Employees will be notified if a change is activated. The Administrator may schedule events and/or meetings that require mandatory attendance of staff beyond the hours listed above.

## Faculty/Staff Meetings

Faculty/staff meetings are scheduled by the principal or supervisor. Teachers and other professionals are required to be present at such meetings unless prior arrangements have been made with the principal/supervisor. Paraprofessionals may attend faculty/staff meetings only with the principal's prior approval under certain circumstances.

## Evaluations

### [Board Policy DN series](#)

Every employee receives at least one annual evaluation that is filed in his/her personnel file and/or Eduphoria. The purpose of this evaluation is to record success and to aid in improving job proficiency. An employee's work and performance are continually evaluated by the principal/supervisor. In the spring, a formal evaluation is completed and discussed with the employee. The employee may make written comments on the evaluation. Those having difficulty will be counseled by the principal/supervisor, if appropriate, and a plan of action with recommendations will be developed. This could include further counseling, if necessary. All evaluations are signed by the employee and the principal/supervisor.

Katy ISD has two teacher appraisal instruments – PDAS and KDAS. Information and training on both instruments will be provided at each campus. Formal observations and appraisals shall be conducted in accordance with the requirements of the teacher appraisal system or any modifications or waivers that have been approved. Teachers on KDAS may be placed back on PDAS at principal/supervisor's discretion.

All employees shall receive a copy of their annual written evaluation. Employees may present complaints regarding the evaluation and appraisal process in accordance with the Commissioner's policy for employees.

## House Bill 2012

“Schools must make sure that appropriate components of the appraisal process such as classroom observations and walkthroughs occur more frequently as necessary to ensure that a teacher receives adequate evaluation and guidance.”

“A School district shall give priority to conducting appropriate components more frequently for inexperienced teachers or experienced teachers with identified areas of deficiency.”

Requires districts use a teacher's consecutive appraisals from more than one year, if available, in making the district's employment decisions and developing career recommendations.

## Eduphoria

Katy ISD utilizes the Eduphoria program to input and store PDAS/KDAS documentation for observations and evaluations. The implementation of this program began in August 2010 and allows for the creation and storage of teacher self-reports, observations documents, walk-throughs, summative evaluations, and intervention plans in one location. **Beginning with the 2011-2012 academic year, all evaluation instruments are completed by supervisors using Eduphoria.**

All appraisal documentation will be maintained in Eduphoria.

## Federal and State Worksite Postings

Required state and federal postings are found at each facility within the District. The following postings can be found in an area common to all employees at their facility: Equal Employment Opportunity is the Law, American with Disabilities Act of 1990, Workers' Compensation Insurance Notification, Workplace Safety Violation Reporting Information, Texas Unemployment Compensation Act, Texas Payday Law, Attorney General's Whistleblower Act, Your Rights Under the Fair

Labor Standards Act, Family Medical leave Act of 1993, and the Texas Hazard Communication Act. Postings are in both English and Spanish for all employees to read.

## **Hazard Communication Training Program**

### **Asbestos Management Plan**

#### **[Board Policy CKA](#)**

The Asbestos Hazardous Emergency Response Act created by the Environmental Protection Agency requires school districts to develop and maintain an Asbestos Management Plan. A copy of the complete management plan is located in the maintenance department and a copy for each specific campus is located in the front office of that campus. If you have any questions, please call Peggy Caruso, Assistant Director of Maintenance and Operation, at 281-396-2519.

### **Eye Protection**

#### **[Board Policy CKB](#)**

Employees who are working with hazardous chemicals should check the Material Safety Data Sheet (SDS) for the proper personal protective equipment. Safety glasses and goggles should be worn when the possibility of a splash is present. (See HazCom icon on each employee's computer desktop.)

### **First Aid Treatment**

#### **[Board Policies CKD](#) and [FFAC](#)**

Health Service personnel can provide first aid during normal school hours. Health Service personnel are trained in Cardiopulmonary Resuscitation and the use of Automated External Defibrillator (CPR/AED). They can provide assistance with minor everyday emergencies and initiate basic first aid treatment for sudden illness and/or injury.

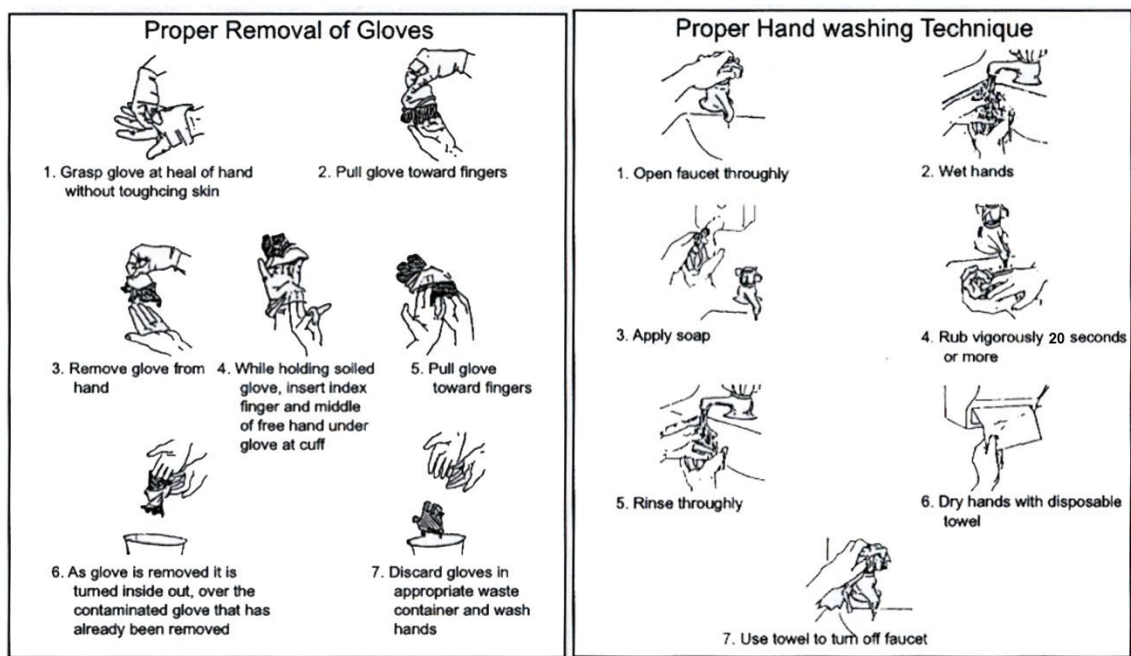
If a health service professional is not available, the employee(s) should refer to the SDS for specific first aid treatment or call Poison Control @ 1-800-222-1222, or if it is life threatening, call 911.

### **Foot Protection**

No open-toed shoes will be allowed in the area where hazardous chemicals are stored or used.

### **Gloves**

Gloves must be worn when the potential for contact with toxic materials exist. Before gloves are used, they should be inspected for discoloration, punctures, and tears. Any gloves that show wear or defects should be disposed of and not used.



## Integrated Pest Management (IPM)

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

IPM is governed and enforced by the Texas Department of Agriculture (TDA). According to Board Policy no other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a school facility without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's integrated pest management program.

## Labels

Good hazard communication is essential in any safety program. Labels are the primary source of information concerning the hazards associated with chemicals used in the workplace. Employees shall not be required to work with hazardous chemicals from unlabeled containers. Portable containers, of which the contents are known by the user, are exempt if the product will be used within a standard work shift. HAZCOM requires that all containers of hazardous chemicals entering the workplace be properly labeled. A label must show the identity of the hazardous chemical, the name and address of the manufacturers, and the appropriate warning such as toxic or corrosive. Warnings relate whether a chemical is a health or physical hazard, or both. Physical hazards are flammable, corrosive or reactive; flammable chemicals can cause chemical burns; and reactive chemicals can cause explosions or release toxic fumes. Chemicals that are health hazards are toxic chemicals which are poisonous. Overexposure can cause acute or chronic health effects.

When a facility receives a new chemical product, a copy of the SDS should be forwarded to the Assistant Director of Maintenance & Operation.

## Safety Data Sheets (SDS)

The Material Safety Data Sheet, or SDS, is written information that can help protect you from overexposure to chemicals in the workplace. The following steps are a general format for interpreting an SDS.

1. **Chemical Name** – Identifies the name of the substance, what is on the label, the date the SDS was prepared, and the name/address/phone number of an emergency contact with the manufacturer.
2. **Hazardous Ingredients** – Identifies the name of the substances in the chemical product that might be dangerous, and the safe exposure limits, such as the Permissible Exposure Limit (PEL) or the Threshold Limit Value (TLV). The common name(s) of the chemical product are also listed.
3. **Physical Characteristics** – Identifies the physical qualities of the chemical.

4. **Fire/Explosion Information** – Identifies the lowest temperatures in which the chemical could ignite. This is often called the flashpoint. It identifies if the chemical is flammable (catches fire at or below 100 degrees F) or if the chemical is combustible (catches fire above 100 degrees F).
5. **Reactivity** – Explains what happens when the chemical comes in contact with water, air, or other chemicals.
6. **Health Hazards** – Explains how chemicals may enter the body by ingestion, inhalation, and absorption. It will identify if the chemical will make a preexisting condition worse.
7. **Usage, Handling, and Storage** – Lists the proper way to clean up spills, leaks, or releases.
8. **Special Protection and Precautions** – Explains what personal protective equipment is recommended when using a particular chemical.

Each workplace should have an SDS master copy of the chemicals located at that workplace. District computers have a desktop link to the district database of chemicals, labels, and material safety data sheets.

## Personal Protective Equipment (PPE)

Each campus should provide PPE for all employees so they are able to work safely with chemicals. If a product or chemical SDS recommends the use of PPE - such as gloves, safety glasses, or face shield - the employee should follow the PPE recommendation. If an employee feels that they do not have the proper equipment necessary, the employee should contact their supervisor immediately to obtain the proper equipment.

## Participation in Social Networking Sites

Employees have a right to participate in social networking sites, blogs, forums, wikis, etc. as individuals in the community; however, employees should not post anything (through written messages, images, or videos) that would violate student confidentiality or the Code of Ethics and Standard Practices for Texas Educators [Board Policy DH (EXHIBIT)], that would negatively impact the perception of the employee's ability to be effective in their employment capacity, or that uses images of the District inappropriately. Postings that are considered inappropriate may be addressed by the District and could have an impact on an individual's employment status. (See also Staff Responsible Use Guidelines)

## Personnel-Management Relations: Employee Complaints

### [Board Policy DGBA](#)

### Appraisals

Employees may present grievances regarding the appraisal process and shall receive a written response. The Board has the authority to review the educational judgment of an appraiser regarding denial of credit and may award credit if the appraiser's educational judgment was clearly erroneous or an abuse of discretion. *Navarro v. Ysleta ISD, Comm. of Ed. Dec. 007-R8-988 (1994)*

### Board's Role

The Board shall provide an opportunity at its work study or regular meetings for employees to present their complaints or grievances for Board consideration. Employees may not present a complaint to the Board until all administrative remedies (appeal processes) have been exhausted. *Prof. Assn. of Coll. Educ. v. El Paso Comm. Coll., 678 S.W. 2d 94 (Tex. App. – El Paso, 1984, writ ref'd, n.r.e.)*

### Complaints Regarding Other Employees

The Board is not required to conduct an open meeting to deliberate in a case in which a complaint or charge is brought against a District employee by another employee and the complaint or charge directly results in the need for a hearing. However, the Board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing. *Gov't Code 551.082*

## Disability Laws and Title IX

Employees may present complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 or alleging sex discrimination in employment practices. 34 CFR 104.7, 106.8(b)

## Presentation

An employee's legal right to present a grievance is satisfied at each level when someone in a position of authority hears the employee's concern; however, that authority is under no legal compulsion to take action to rectify the matter. *Atty. Gen. Op. H-422 (1974)*; *Corpus Christi ISD v. Padilla*, 709 S.W. 2d 700 (Tex App. – Corpus Christi, 1986, no writ)

## Redress of Grievances

Employees shall have the right, in a peaceable manner, to assemble together for their common good and apply to those invested with the powers of government for redress of grievances or other purposes by petition, address, or remonstrance. Tex. Const., Art. 1, Sec. 27

## Right to Representation

An employee, or a group of employees, may be represented in a grievance presentation at any level through an attorney or through any other person or organization that does not claim the right to strike. Gov't Code 617.005; *Corpus Christi Fed. of Teachers v. Corpus Christi ISD*, 572 S.W. 2d 663 (Tex. 1978); *Sayre v. Mullins*, 681 S.W. 2d 25 (Tex. 1984); *Lubbock Professional Firefighters v. City of Lubbock*, 742 S.W. 2d 413 (Tex. App. – Amarillo, writ ref'd n.r.e.)

## Wages, Hours, Conditions of Work

The prohibition against collective bargaining shall not impair employees' rights to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative that does not claim the right to strike. Gov't Code 617.005

## **Personnel-Management Relations: Employee Complaints/Grievances**

### [Board Policy DGBA](#)

This policy provides employees an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Board intends that, whenever feasible, grievances be resolved at the lowest possible administrative level. Employees are encouraged to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Employees may not present a complaint to the Board until all administrative remedies (appeal processes) have been exhausted. This policy shall not be construed to create new or additional rights beyond those granted by Board policy or law.

## Definitions

For purposes of this policy "days" shall mean district business days. The terms "complaint" and "grievance" shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

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



## Freedom From Retaliation

### [Board Policies DGBA and DIA](#)

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

## Notice to Employees

The District shall inform employees of this policy.

## Other Review Processes

### [Board Policies DIA and DAA](#)

Initial procedures and information regarding discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), Section 504 (disability), harassment by other employees, and retaliation are found at [Board Policy DIA](#) (LOCAL) and information regarding federal nondiscrimination is found at [Board Policy DAA](#) (LEGAL).

An employee's dismissal or nonrenewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter. The following are governed by other review processes and are not subject to this policy:

1. Grievances regarding proposed termination or suspension of a contractual employee without pay: [DF series](#);
2. Grievances regarding nonrenewal or termination of an employment contract governed by Chapter 21 of the Education Code: [DF series](#);
3. Grievances against a peace officer; [[Board Policy CKE](#) (LEGAL) and (LOCAL)]
4. Grievances regarding instructional materials. [[Board Policy EFA](#) (LEGAL) and (LOCAL)]

## “Whistleblower” Complaints

Whistleblower complaints shall be filed within the time specified by law and may be made to the Assistant Superintendent for Human Resources or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.

[Board Policy DG](#) (LEGAL)]

## General Requirements

A grievance must specify the individual harm alleged. An employee is prohibited from bringing separate or serial grievances regarding the same event or action. All time limits shall be strictly complied with unless modified by mutual consent. Costs of any grievance shall be paid by the party incurring them.

## Consolidation

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

## Initiating Grievance

Unless otherwise specified in policy, an employee shall initiate a grievance as provided at Level One, below.

## Level One

An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing on a form provided by the District. The form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining.

The principal or supervisor shall hold the conference within ten days after receipt of the written request. The principal or supervisor shall have ten days following the conference within which to respond.

## Level Two

If the outcome of the conference at Level One is not to the employee's satisfaction or if the time for a response has expired, the employee may request a conference with the Assistant Superintendent for Human Resources or a designee to discuss the grievance. The request shall be in writing on a form provided by the District and must be filed within ten days following receipt of a written response or, if no written response is received, within ten days of the response deadline.

The Assistant Superintendent for Human Resources or designee shall hold the conference within ten days after receipt of the written request. The Assistant Superintendent for Human Resources or designee shall have ten days following the conference within which to respond.

Level Three [Employees may not present a complaint to the Board until all administrative remedies (appeal processes) have been exhausted]

### [Board Policy BE](#)

If the outcome of Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may request to place the matter on the agenda of a future Board meeting. The request shall be in writing on a form provided by the District and must be filed within ten days following receipt of a written response or, if no response is received, within ten days of the response deadline. The Assistant Superintendent for Human Resources or desired shall inform the employee of the date, time, and place of the meeting.

The Assistant Superintendent for Human Resources shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The presiding officer may set reasonable time limits. The Board shall hear the grievance and may request a response from the administration. The District shall make an audio tape record of the Level Three proceeding before the Board.

The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

## Closed Meeting

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it may be heard by the Board in closed meeting unless the employee bringing the grievance requests it to be heard in writing.

## Exception

However, if the grievance involves a complaint or charge against another District employee or Board member, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.

## **Professional Learning**

### [Board Policy DMA](#)

The District's primary objective in the education of each student is to meet individual needs by continually improving instruction. Professional learning opportunities have been planned in keeping with this goal. Professional Learning Days and Early Release Days provide professional learning that is in compliance with the Texas Education Agency. In addition, the District and/or campuses offer professional learning after school hours and during the summer for professional learning credit. Employees will also be notified of workshops which might enhance classroom performance conducted by the Harris County Department of Education, Region IV Education Service Center, various universities, and agencies. Employers are required during the school year to accurately enter absences for professional learning in AESOP and after receiving administration approval.

## **Prohibition of Weapons (including handguns)**

### [Board Policies FNCG, GKA](#)

The Texas Penal Code, Sec. 46.03, prohibits firearms, illegal knives, clubs or any prohibited weapons on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or school transportation vehicle. Any violation of this policy by a school district employee can result in immediate termination. [Board Policy GKA](#) (LOCAL) prohibits concealed handguns from being on District property, including those lawfully stored in a vehicle.

## **Proper Attire**

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for the assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. [[Board Policy DH](#) (LOCAL)]

## **Proper Attire – Auxiliary**

Uniform requirements are explained by the appropriate departments. Most departments use uniforms which employees must wear. Dress requirements set for employees in departments without specific uniforms must be followed.

## **Purchase of School Supplies**

Requests for school supplies should be made to the principal/supervisor on the form provided. The principal/supervisor will approve or disapprove the request, based on the availability of funds, budget allocations, or other factors. Once approved, a requisition/purchase order is prepared and coded. **Only when approved by the appropriate official can the purchase order be officially processed.** Verbal orders to vendors, personal purchase of supplies, etc., are not obligations of Katy ISD; purchases made with approved purchase orders are. **The only exception to this procedure occurs when a principal authorizes the use of petty cash for a small purchase needed immediately.**

## **Records Requests**

Employee records for current employees are available from the Human Resources Department. A minimum of 72 hours is typically required before employee records will be available. . Employees are able to access their own records in Eduphoria for purpose of appraisal copies, formal corrective memos, and walkthroughs. Employees can access the Employee Self Service for information such as payroll, tax documents, deductions, and absences. (Pg. 19)

Previous employees must request their employee records via an open records request. Such requests can be accessed at the "Open Records Information" button on the Katy ISD home page or through a written email request submitted to [publicrecords@katyisd.org](mailto:publicrecords@katyisd.org).

## Religion in the Schools

The District is committed to the constitutional principle of separation of church and state. Board policy makes it clear that employees will neither advance nor inhibit religion. Employees may not pray with or in the presence of students. However, nothing prevents a teacher or other employee from praying or reading religious materials during a time when students are not present. If a group of employees wishes to pray together, read the Bible, or engage in some other religious activity, they may do so as long as the activity does not interfere with their duties or the rights of other employees or students.

Off campus and outside the school day or school year, school district employees have the same right to religious expression as any other citizen. At the same time, employees are expected to refrain from using their position in the District to promote religious activities in the community. For example, if an employee teaches religious classes in their church or gives a religious devotional, the employee should do so as a citizen not as a teacher or employee of KISD.

## Sales and Solicitations

### [Administrative Regulation GKB](#)

Salesmen are not permitted to interview teachers during school hours without campus principal and central administration permission. Solicitation of funds or orders is strictly prohibited without prior approval from the appropriate administrative official. No one may sell investment products under any voluntary retirement plan on district property during hours of operation, including staff meetings.

Commercial advertisements or sales for personal profit or non-school related activities are prohibited.

## Student Teacher Program

Student teachers accepted from various universities and alternative certification programs are placed with a supervising teacher who must meet these criteria:

- Have appropriate years of teaching experience required by the university or program; (usually 3);
- Possess a provisional, professional or standard teaching certificate;
- Be certified for the teaching area supervised;
- Attend in-service meetings designed to develop competency in the area of supervision;
- Attend any meetings required by the university or the District.

Any teacher interested in serving as a supervising teacher should contact his/her building principal concerning application procedures.

## Student Observer Program

Students in teacher preparation programs in colleges, universities and alternative education programs can request to observe in the classrooms of KISD schools. These students must secure the required paperwork from [www.katyisd.org](http://www.katyisd.org) under Human Resources, Documents/Forms then Observations. Once paperwork has been completed it is sent to KISD Human Resources where it is processed. If the student meets the requirements they are assigned to a KISD school to complete a maximum of ten observation hours. The individual schools assign the student observers to classrooms. All observers must comply with the observation guidelines that they are required to sign.

## Substitute Teachers

Katy ISD uses a service called AESOP (Automated Educational Substitute Operator) to locate substitutes for teacher and paraprofessional absences. Employees may interact with the system either on the Internet at <http://www.aesoponline.com> or by way of a toll-free automated voice instruction menu system at 1-800-942-3767. Employees are instructed to check with their campus administrator about procedures for using this system. In addition to notifying AESOP, teachers and paraprofessionals will also need to notify their designated administrator of the absence. All School Business and Staff Development absences must have prior approval by the Principal and/or Department Administrator before a substitute can be assigned in AESOP. School Business and Staff Development must be entered in time for administrative approval with notes indicating the type of School Business or Staff Development.

NOTE: Once employees log on to the AESOP website, they will have access to the QuickStart Internet Guide for Employees and Phone System Instructions for Employees. Aesop allows the administrators and employees to specify certain subs as preferred. These preferred subs are contacted and have the ability to view jobs online first. Teachers have the ability to choose and adjust their favorite five substitutes. It is important that teachers and paraprofessionals immediately register with AESOP to voice their name and position as some of the substitutes will continue to use the AESOP phone system. An ID and PIN number will be given to each eligible employee by their campus administrator and/or via an automated e-mail to their KatyISD e-mail address. Check with campus for campus specific procedures related to substitutes.

## **Teaching and Learning**

The Teaching and Learning Division exists to meet the needs of each student in Katy ISD by providing leadership and support in the areas of curriculum, instruction, and assessment. The district's primary objective is to meet individual student needs through differentiated instruction based on the Katy ISD curriculum. Katy ISD is committed to provide ongoing professional learning opportunities founded on research-based best practices so that each staff member acquires and maintains the necessary skills to support the teaching and learning process. For questions call-

## **Textbooks**

The formal acquisition of textbooks (and other instructional materials) occurs on a schedule developed by the state of Texas. Teachers' editions, manuals, class sets, and supplementary materials are checked out to teachers/students who are accountable for them. Students and staff should exercise care in handling instructional materials.

## **Tobacco**

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

Smoking and the use of tobacco products by employees shall be prohibited on school property, in school-owned vehicles, and while supervising students during school-related events.

## **Use of Facilities by District Employees**

[Board Policies DGA, GKD](#)

District employees have no greater access to District facilities for non-school purposes than any other individual, group, or organization. District employees desiring to use a District facility for non-school purposes (including private tutoring and private lessons for profit) must submit a Facility Reservation Request and are subject to the same fees for rental and employee services as individuals, groups, or organizations based on the appropriate classification group. If use of facility is due to outside employment, please make sure you have received approval for outside employment. Go to online forms and request "Outside Employment Request."

## **Weather-Related Impact on an Instructional Day**

Employees should listen or watch any one of the major Houston metro-area media stations if there is reason to believe that inclement weather or other conditions may necessitate a delayed start or total school closing. Every attempt will be made to decide on a delay or closing prior to 6:00 a.m. Information will be provided as soon as it is available. Information will also be provided to the media and it will be posted on the District's website at [www.katyisd.org](http://www.katyisd.org).

Employees should follow the announced decision for a two-hour delayed start or a total school closing unless notified specifically by your supervisor that you should report to work. Under no circumstance does the District intend to endanger employees by expecting them to travel in extremely hazardous road conditions.

### **Two-Hour Delayed Start:**

Every employee is expected to report to work two (2) hours late. Any exception will be communicated to the employee by his/her supervisor. A delayed start will not result in an impact to the instructional calendar. All employees will be compensated at their regular daily rate.

**School Closing:**

Campus and most support facilities, including the Education Support Complex (ESC), will be closed. District employees are expected to stay at home with the exception of the District's Incident Management Team. Any other exceptions will be communicated to the employee by his/her supervisor. Compensation will be dependent upon whether or not the day has to be worked at a future date. Notifications will be made as soon as possible regarding the impact on the instructional calendar. There are two (2) possible options that may be implemented when a weather-related school closure occurs on an instructional day:

1. A bad weather make-up day may be used. This option would require no change in compensation for professional employees who work the make-up day. If a Saturday has to be used, this could result in overtime hours for non-exempt employees (paraprofessionals). Bad weather make up days are approved by the Board and indicated on the posted Instructional Calendar.
2. A waiver can be requested from TEA so that the instructional day does not have to be made up.
  - a. The Assistant Superintendent for Administration, Governance, and Legal Affairs would review TEA's criteria for requesting a waiver and complete the necessary application.
  - b. The Assistant Superintendent for Human Resources would develop a resolution for the Board addressing whether or not employees would be paid for the day(s) not worked.
  - c. The Board would need to approve the waiver and adopt the resolution.

**Work and Community Relations**

The success of an educational program within a community depends on good public relations. The school district employee is the best liaison between school and community. In practicing good public relations, the employee should observe the following guidelines:

- Refrain from discussing work problems, school affairs, teachers, and students in an unfavorable manner;
- Do not allow personal differences to reflect upon the District as a whole;
- Defend and protect the District by believing in its ideals, policies, and services, and by constantly striving to improve the system;
- Always speak well of the programs and personnel of the District;
- Be sincere, courteous, and understanding with parents, students, staff and public;
- Submit all news items to the principal/supervisor for approval before releasing them to the media;
- Find time to participate in worthwhile community activities.

# Auxiliary General Information

## Departments

Human Resources: **Skip Baskerville** – 281-396-2347  
Nutrition and Food Service: **Donna Pittenger** – 281-396-6240  
Maintenance and Operations: **Kathryn McDonald** – 281-396-2501  
Transportation: **Alan Anders** / West Transportation Center – 281-396-7560  
East Transportation Center – 281-396-2700  
Warehouse: **Ralph Reed** – 281-396-2590  
Purchasing: **Regina Stephenson** – 281-396-6260  
Police Department: **Mark Hopkins** – 281-237-4000

## Employee Work Hours

Employee duty schedules are established by the employee's department with regard to work hours and are governed by the approved school calendar, in many cases, with regard to days worked.

Hours can change during the year to meet the needs of the District. The work location of an employee may also be changed during the year, as the need arises.

## Work Schedules

### Auxiliary

Different types of employees work in Auxiliary Services: those who work thirty (30) or more hours each week on a regular basis; those who work less than thirty (30) hours each week on a regular basis; and temporary – those who work a short period of time, such as during holidays or summer or on a substitute basis.

### Maintenance and Operations (M & O)

Employees work from September 1 through August 31, except designated holidays and earned vacation (260 days).

### Nutrition and Food Service (NFS)

Nutrition and Food Service Managers work a minimum of 187 days. Kitchen staff work most days students are scheduled for classes, as per the district calendar. NFS staff do not work on designated school holidays or most in-service days.

### Transportation

Nursery workers, driver aides and bus drivers work student days and are off-duty on school holidays and most in-service days. Shop personnel work from September 1 through August 31, except designated holidays and earned vacation days (260 days).

### Vacation

All vacations must be approved ahead of time and placed on the calendar to ensure adequate available staff at all times to operate the District. A formal request shall be submitted to the employee's supervisor on a District "Request for Vacation" form. (*See Online Forms on KatyNET*)

### Warehouse

Employees work from September 1 through August 31, except designated holidays and earned vacation (260 days).

# Payroll

All paychecks are issued through the Payroll Department, where deductions are made for retirement, withholding of federal tax, and other optional programs. 396-2231

Semi-monthly paychecks are issued on the fifteenth and the last day of each month. Bi-weekly checks are issued every other Friday. Personnel paid semi-monthly include paraprofessionals, teachers, administrators, security guards, cafeteria managers and other semi-monthly auxiliary employees. All other auxiliary employees are paid bi-weekly. Direct Deposit advices will be e-mailed to all employees. Effective June 15, 2010, Katy ISD will no longer mail direct deposit advices. You can monitor through the Employee Self Service.

## **Additional Texas Education Code (TEC) Regulations**

Any person who desires to teach in a public school shall present his certificate for filing with the employing district before his contract with the board of trustees shall be binding. TEC 21.053

An educator, as defined in Education Code 5.001 (5), who does not hold a valid certificate or emergency permit, shall not be paid for teaching or work done before the effective date of issuance of a valid certificate or permit. TEC 21.053

## **Annualization of Compensation**

Katy ISD annualizes the salary payments of employees who work less than 12 months per year; therefore, employees who are normally expected to work for 10 or 11 months will receive their salary over 12 months. Ten month hourly employees are excluded from annualized compensation. Salaries for employees who are paid twice a month receive payments on the 15<sup>th</sup> and the last day of each month.

## **Career Ladder Supplements**

All teachers receiving career ladder supplements as of August 31, 1993 and employed as a teacher in Katy ISD at that time will continue to receive that same amount of supplement as long as they continue to be employed in a teacher capacity in Katy ISD. Career ladder supplements from other school districts do not transfer to Katy ISD upon employment.

## **Compensation**

### [Board Policies DEA and DEAA](#)

The Board of Trustees shall establish a salary schedule for all positions and assignments on an annual basis.

Certified classroom teachers, librarians, counselors and health services personnel shall be paid no less than the State's minimum monthly salary, based on the employee's level of experience, as specified in the Texas Education Code. All other employees will be paid according to Board-approved pay grades that define the minimum and maximum base pay for each position, unless an exception is granted by the Board.

The Assistant Superintendent for Human Resources or designee will be responsible for ensuring that teachers and other professional employees are given credit for the appropriate years of experience in determining the appropriate minimum salary for each teacher.\*

The salaries for professional employees will be based upon the creditable experience completed as of the beginning of the contract period and the degree held. Credit for degrees earned after the start of the contract period will be granted as of the first duty day following conferral of the degree. In order for credit to be considered, the degree and date of conferral must be shown on an official transcript. It is the employee's responsibility to notify the Human Resources Department of degrees earned and to supply official transcripts verifying the degree. If the degree requirements have been fulfilled, but the degree will not be conferred until a graduation date at least one month after completion of the degree requirements, credit will be granted as of the first duty day after the date the degree requirements were completed. This credit will only be granted when conferral of the degree has been documented on an official transcript and the transcript is accompanied by a letter from the appropriate college official stating the date on which the degree requirements were fulfilled. Retroactive payments for advanced degrees will not be made after the final paycheck for the school year has been processed.



*\*Beginning with the 1998-99 school year, service as a certified substitute teacher or librarian can be credited for salary determination purposes on the same basis as contractual service.*

## **Credit Union**

All employees are eligible to join the Brazos Valley Schools Credit Union. For more information on services provided contact the Brazos Valley Schools Credit Union office at 438 FM 1463, Katy, Texas at 281-391-2149, or write P.O. Box 676, Katy, TX 77492-0676.

## **Deferred Compensation**

As your employer, Katy ISD unilaterally designates the time and form of salary payments. By doing so, the annualized compensation will comply with IRS regulations. A school district is not obligated to offer an election to employees. All employees who are normally expected to work 10 or 11 months will continue to receive their salary spread out over 12 months.

## **Income Tax Withholding**

This deduction is based on individual salary and dependents. Employees may change their withholding status on Employee Self Service.

## **Medicare**

Employees hired by Katy ISD on or after April 1, 1986, are required to contribute to the Medicare Program operated by the Social Security Administration. The deduction for Medicare is 1.45% of gross salary. Employees who contribute to Medicare for a sufficient number of calendar quarters (of a year) will become eligible for this coverage at age 65 on the same basis as participants in Social Security. Employees who do not contribute to Medicare for enough calendar quarters must purchase this coverage at additional cost upon reaching age 65 or they may qualify for Medicare coverage based on their spouse's work record.

## **Part-time Employees**

Pay for part-time employees is based on the amount of time for which they are contracted. The amount of time and daily rate of pay are determined and approved by the Human Resources Department. The daily rate of pay is determined by multiplying the percentage (based on the amount of time approved to work) times the regular daily rate (based on years of experience). Beginning November 1, 2002, part-time employees who are paying into TRS will be eligible for Katy ISD subsidized medical benefits. Employees not participating in TRS are not eligible for Katy ISD subsidized medical benefits.

Part-time employees must work the equivalent of 90 full-time days on contract to receive credit for a full year of experience. State regulations concerning areas such as mandatory conference periods and duty-free lunch period apply to full-time teachers only.

## **Payroll Direct Deposit**

All Katy ISD employees are eligible to participate in the payroll direct deposit program. This program allows your net payroll amount to be automatically deposited into either your checking or savings account at the financial institution of your choice. Direct deposit insures that your money is credited to your account on the designated payday. Enrollment forms are available from your campus or departmental secretary. (Direct deposit will begin no earlier than your second paycheck.) *(See On-line Forms on KatyNET)*

## **Overpayments**

Employees must inform the Katy ISD Human Resources or Payroll Department of known overpayments on any paychecks received. Katy ISD will pursue all legal means necessary to recover overpayments.

## **Overtime / Compensatory Time**

### **[Board Policy DEA](#)**

Work done beyond the 37.5 hour week for pay or compensatory time can only be performed with the prior approval of the department supervisor. (*See On-line Forms on KatyNET*) In general, employees who are on Katy ISD contracts are not eligible for overtime pay or compensatory time.

## **Payroll Deduction Codes**

### **[Board Policy CFEA](#)**

In addition to involuntary payroll deductions (federal taxes, Medicare, Teacher Retirement, etc.), all full-time employees are eligible to participate in voluntary programs through payroll deductions. The deductions are identified by description on the payroll check stub.

Below is a list of descriptions currently in use:

- Credit Union (BVSCU)
- TRS Special Service Purchase
- United Way
- Texas Classroom Teachers Association (TCTA)
- Association of Texas Professional Educators (ATPE)
- Texas State Teachers Association (TSTA)
- Texas Elementary Principals, Supervisors Association
- Texas American Federation of Teachers (AFT)
- Texas Tomorrow Fund
- Tax Sheltered Accounts (403(b) Plan, 457 Plan)
- Child Support
- IRS Tax Levy
- Bankruptcy Deduction
- Student Loan Collections
- Supplemental Life (After Tax)
- Dependent Life (After Tax)
- Disability (After Tax)
- Cancer (Before Tax)
- Medical (Before Tax)
- Dental DMO (Before Tax)
- Dental Indemnity (Before Tax)
- Vision (Before Tax)
- Dependent Care Flex (Before Tax)
- Health Care Account (Before Tax)
- Legal Plan

## **Professional Organization Dues**

It is possible to pay membership dues through payroll deduction. Check with the organization membership representative for information on this. Deductions paid to an organization specifically funding Political Action Committees (PAC's) cannot be made on an employee's behalf by the district.

## **Supplemental Pay**

Employees who perform other duties in addition to their regular assignments are paid supplementally. The total amounts being paid are described in the left column of the paycheck stub.

## **Tax-deferred Investment**

In addition to the required Teacher Retirement System contribution, voluntary retirement investment plans are available under Sections 403(b) and 457 of the Internal Revenue Code. Contributions to these plans are made before income tax withholding is calculated and can significantly reduce current taxes. Because specific investments under these plans may vary, details are made available during the school year at appropriate times. Please contact the Human Resources Department for further information regarding these deductions and Mandatory Trainings.

## **Teacher Retirement System of Texas (TRS)**

A required deduction for Texas public school employees, the Retirement Program is based on an employee's contribution of 6.4 percent of his/her gross salary, with the state adding an additional sum. A deduction of .65% of gross salary is also required for TRS-Care, the medical insurance plan administered by TRS. For more information, go to the TRS website: [www.trs.state.tx.us](http://www.trs.state.tx.us).

## **Time and Attendance Reporting – KRONOS System**

The Kronos Time and Attendance System is the official basis for recording hours worked and days absent by employees of the Katy Independent School District. Each employee must utilize only his/her own time card. At no time is an employee (other than designated Kronos managers) allowed to record time and attendance information for another employee. Violation of these rules can result in the immediate termination of both parties. The complete Kronos Electronic Timekeeping Guidelines is available in the district information section of KatyNET.

## Katy ISD 2014-15 Kronos Time & Attendance Collection Calendar – By Week Semi-Monthly Payroll

All data that is input into this system will be collected each week according to the following calendar(s) for the payroll check date indicated. Substitutes will be paid for their time worked according to the Semi-monthly payroll calendar for the period specified for that particular payroll cycle. Time worked for dates that occur after the week ending date for a payday will be processed and paid on the next payroll cycle.

Week #	Week Start	Week End	Payroll Collection Date	Check Date
1	08/02/2014	08/08/2014	08/11/2014	8/31/2014
2	08/09/2014	08/15/2014	08/18/2014	
3	08/16/2014	08/22/2014	08/25/2014	9/15/2014
4	08/23/2014	08/29/2014	09/01/2014	
5	08/30/2014	09/05/2014	09/08/2014	9/30/2014
6	09/06/2014	09/12/2014	09/15/2014	
7	09/13/2014	09/19/2014	09/22/2014	10/15/2014
8	09/20/2014	09/26/2014	09/29/2014	
9	09/27/2014	10/03/2014	10/06/2014	10/31/2014
10	10/04/2014	10/10/2014	10/13/2014	
11	10/11/2014	10/17/2014	10/20/2014	11/15/2014
12	10/18/2014	10/24/2014	10/27/2014	
13	10/25/2014	10/31/2014	11/03/2014	11/30/2014
14	11/01/2014	11/07/2014	11/10/2014	
15	11/08/2014	11/14/2014	11/17/2014	12/15/2014
16	11/15/2014	11/21/2014	11/24/2014	
17	11/22/2014	11/28/2014	12/01/2014	12/31/2014
18	11/29/2014	12/05/2014	12/08/2014	
19	12/06/2014	12/12/2014	12/15/2014	1/15/2015
20	12/13/2014	12/19/2014	12/22/2014	
21	12/20/2014	12/26/2014	12/29/2014	1/31/2015
22	12/27/2014	01/02/2015	01/05/2015	
23	01/03/2015	01/09/2015	01/12/2015	2/15/2015
24	01/10/2015	01/16/2015	01/19/2015	
25	01/17/2015	01/23/2015	01/26/2015	2/28/2015
26	01/24/2015	01/30/2015	02/02/2015	
27	01/31/2015	02/06/2015	02/09/2015	3/15/2015
28	02/07/2015	02/13/2015	02/16/2015	
29	02/14/2015	02/20/2015	02/23/2015	3/31/2015
30	02/21/2015	02/27/2015	03/02/2015	
31	02/28/2015	03/06/2015	03/09/2015	4/15/2015
32	03/07/2015	03/13/2015	03/16/2015	
33	03/14/2015	03/20/2015	03/23/2015	4/30/2015
34	03/21/2015	03/27/2015	03/30/2015	
35	03/28/2015	04/03/2015	04/06/2015	5/15/2015
36	04/04/2015	04/10/2015	04/13/2015	
37	04/11/2015	04/17/2015	04/20/2015	5/31/2015
38	04/18/2015	04/24/2015	04/27/2015	
39	04/25/2015	05/01/2015	05/04/2015	6/15/2015
40	05/02/2015	05/08/2015	05/11/2015	
41	05/09/2015	05/15/2015	05/18/2015	6/30/2015
42	05/16/2015	05/22/2015	05/25/2015	
43	05/23/2015	05/29/2015	06/01/2015	7/15/2015
44	05/30/2015	06/05/2015	06/08/2015	
45	06/06/2015	06/12/2015	06/15/2015	7/31/2015
46	06/13/2015	06/19/2015	06/22/2015	
47	06/20/2015	06/26/2015	06/29/2015	8/15/2015
48	06/27/2015	07/03/2015	07/06/2015	
49	07/04/2015	07/10/2015	07/13/2015	8/03/2015
50	07/11/2015	07/17/2015	07/20/2015	
51	07/18/2015	07/24/2015	07/27/2015	8/15/2015
52	07/25/2015	07/31/2015	08/03/2015	

\*\*All documents must be received in the payroll office by the payroll collection date to insure payment on that particular payday. If documents are received after this date, it is probable that payment will not occur until the following regularly scheduled payday. When pay dates fall on a weekend, payday will be the preceding Friday.

## Katy ISD 2014-15 Kronos Time & Attendance Collection Calendar – By Week Bi-Weekly Payroll

All data that is input into this system will be collected each week according to the following calendar(s) for the payroll check date indicated. Substitutes will be paid for their time worked according to the Semi-monthly payroll calendar for the period specified for that particular payroll cycle. Time worked for dates that occur after the week ending date for a payday will be processed and paid on the next payroll cycle.

Week #	Week Start	Week End	Payroll Collection Date	Check Date
1	08/02/2014	08/08/2014	08/11/2014	08/22/2014
2	08/09/2014	08/15/2014	08/18/2014	
3	08/16/2014	08/22/2014	08/25/2014	09/05/2014
4	08/23/2014	08/29/2014	09/01/2014	
5	08/30/2014	09/05/2014	09/08/2014	09/19/2014
6	09/06/2014	09/12/2014	09/15/2014	
7	09/13/2014	09/19/2014	09/22/2014	10/03/2014
8	09/20/2014	09/26/2014	09/29/2014	
9	09/27/2014	10/03/2014	10/06/2014	10/17/2014
10	10/04/2014	10/10/2014	10/13/2014	
11	10/11/2014	10/17/2014	10/20/2014	10/31/2014
12	10/18/2014	10/24/2014	10/27/2014	
13	10/25/2014	10/31/2014	11/03/2014	11/14/2014
14	11/01/2014	11/07/2014	11/10/2014	
15	11/08/2014	11/14/2014	11/17/2014	11/28/2014
16	11/15/2014	11/21/2014	11/24/2014	
17	11/22/2014	11/28/2014	12/01/2014	12/12/2014
18	11/29/2014	12/05/2014	12/08/2014	
19	12/06/2014	12/12/2014	12/15/2014	12/26/2014
20	12/13/2014	12/19/2014	12/22/2014	
21	12/20/2014	12/26/2014	12/29/2014	01/09/2015
22	12/27/2014	01/02/2015	01/05/2015	
23	01/03/2015	01/09/2015	01/12/2015	01/23/2015
24	01/10/2015	01/16/2015	01/19/2015	
25	01/17/2015	01/23/2015	01/26/2015	02/06/2015
26	01/24/2015	01/30/2015	02/02/2015	
27	01/31/2015	02/06/2015	02/09/2015	02/20/2015
28	02/07/2015	02/13/2015	02/16/2015	
29	02/14/2015	02/20/2015	02/23/2015	03/06/2015
30	02/21/2015	02/27/2015	03/02/2015	
31	02/28/2015	03/06/2015	03/09/2015	03/20/2015
32	03/07/2015	03/13/2015	03/16/2015	
33	03/14/2015	03/20/2015	03/23/2015	04/03/2015
34	03/21/2015	03/27/2015	03/30/2015	
35	03/28/2015	04/03/2015	04/06/2015	04/17/2015
36	04/04/2015	04/10/2015	04/13/2015	
37	04/11/2015	04/17/2015	04/20/2015	05/01/2015
38	04/18/2015	04/24/2015	04/27/2015	
39	04/25/2015	05/01/2015	05/04/2015	05/15/2015
40	05/02/2015	05/08/2015	05/11/2015	
41	05/09/2015	05/15/2015	05/18/2015	05/29/2015
42	05/16/2015	05/22/2015	05/25/2015	
43	05/23/2015	05/29/2015	06/01/2015	06/12/2015
44	05/30/2015	06/05/2015	06/08/2015	
45	06/06/2015	06/12/2015	06/15/2015	06/26/2015
46	06/13/2015	06/19/2015	06/22/2015	
47	06/20/2015	06/26/2015	06/29/2015	07/10/2015
48	06/27/2015	07/03/2015	07/06/2015	
49	07/04/2015	07/10/2015	07/13/2015	07/24/2015
50	07/11/2015	07/17/2015	07/20/2015	
51	07/18/2015	07/24/2015	07/27/2015	08/07/2015
52	07/25/2015	07/31/2015	08/03/2015	

\*\*All documents must be received in the payroll office by the payroll collection date to insure payment on that particular payday. If documents are received after this date, it is probable that payment will not occur until the following regularly scheduled payday.

# Insurance

## [Board Policy CRD](#)

### **District-Provided Benefits**

At the time of this printing the District offers the following coverage as part of the compensation/benefit package to eligible Katy ISD employees. All employees who are eligible for membership in the Teacher Retirement System of Texas, and retirees who have been rehired on at least a half-time basis, are eligible to participate in the District's benefit programs. The plan year for all benefits is January 1 to December 31.

### **Eligibility**

*All new TRS-Eligible employees are eligible for benefits on the first day of the month following the first day worked, or the date they become eligible for benefits. At no time will this date be before the first day worked by the employee. If an employee does not enroll within thirty-one (31) days of the eligibility date, that employee will be eligible to receive **Basic Life benefits only**.*

*For information or to enroll, please call **Benefits Outlook** at 1-866-222-KISD (5473) weekdays, except holidays, from 7:00 a.m. to 7:00 p.m. Central Time, or access **Benefits Outlook** on the internet at [www.katybenefits.org](http://www.katybenefits.org).*

### **Flexible Spending Accounts – Section 125 Cafeteria Plan**

Most Katy ISD benefits are offered on a pre-tax basis only. Using this IRS approved method, an employee pays less federal income tax because taxable income is reduced by the amount of the premiums paid. Flexible spending accounts are available for unreimbursed medical expenses and child care expenses.

The Flexible Spending Account (IRS Section 125) affords participants the opportunity to tax shelter a portion of their income to pay for out-of-pocket medical expenses and/or child care expenses. The plan allows the participant to shelter up to \$5,000 in the medical expense account and \$5,000 in the child care account each calendar year.

### **Health Insurance Portability & Accountability Act (HIPAA)**

The Health Insurance Portability and Accountability Act of 1996, HIPAA, established rules for protecting individual Personal Health Information, PHI. HIPAA provides individuals certain rights regarding their PHI, and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of Federal Law. Complete HIPAA regulations can be found on Benefits Outlook, [www.katybenefits.org](http://www.katybenefits.org)

### **Liability Insurance**

The District provides insurance covering each employee while performing official duties for the district. Coverage, including attorney fees, is limited to \$1,000,000.

### **Life Insurance Benefits**

Katy ISD also provides group life and accidental death and dismemberment coverage in these amounts: principals and other administrators, \$30,000 generally; all other eligible employees, \$20,000.

### **Medical Benefits**

Katy ISD offers medical coverage to all eligible employees. The medical coverage plan(s) is (are) approved annually by the Board of Trustees. Typically the District contributes a significant portion of the employee-only cost for those employees who

elect coverage. The actual amount of District contribution to the medical plan(s) is approved on an annual basis by the Board of Trustees. The details concerning all aspects of the health coverage provided are explained during the open enrollment period, and can be accessed at any time on Benefits Outlook, [www.katybenefits.org](http://www.katybenefits.org).

## **Payroll Deduction Benefits**

The following plans are available to eligible Katy ISD employees through regular payroll deduction:

- Medical Insurance;
- Dependent Medical Insurance;
- Dental Insurance;
- Vision Plan;
- Supplemental Life Insurance;
- Dependent Life Insurance;
- Income Replacement Plan;
- Supplemental Cancer/Specified Disease Plan;
- Personal Legal Plan;
- Flexible Spending Accounts (Section 125 Cafeteria Plans).

Refer to the Benefits Outlook Enrollment Guide or internet site, [www.katybenefits.org](http://www.katybenefits.org) for all plan summaries and rates.

## **Unemployment Compensation Insurance**

### **[Board Policy CRF](#)**

In accordance with federal law, each employee of Katy ISD is covered by unemployment insurance. School employees are not entitled, however, to benefits during the time between two (2) successive academic years or terms, or during an established and customary vacation or holiday period.

## **Workers' Compensation Insurance**

### **[Board Policy CRE](#)**

Each employee of Katy ISD is insured under the Texas Workers' Compensation Law which provides that benefits are payable to any employee who has been injured in a compensable on-the-job accident or who has been disabled by a compensable occupational disease. **On-the-job accidents must be reported as soon as possible to the principal/supervisor who must notify Risk Management at 281-396-2422 or 281-396-2241 and fill out the "Employee First Report of Injury" form found on Katy Net / Online Forms. (See Job Procedures: Accident Reporting)**

# Leaves and Absences

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

## Leave of Absence Procedures for Katy ISD

If, during the course of your employment with the District, it becomes necessary for you to take a leave for any qualifying leave described in Board Policy, **it is your responsibility to contact your campus/department administrator AND Human Resources to procure the required paperwork to protect your job during your absence. Human Resources can be reached at 281-396-2347.**

District policy by practice is: on the 6<sup>th</sup> consecutive days of absence, you are placed on leave.

The length of leave you qualify for is determined by your employment status. To qualify for 12 weeks of leave (FMLA), you must have worked for the District for at least 1 full year and during that time you must have worked a minimum of 1,250 hours in the 12 months prior to leave. If you do not meet that qualifier, you still qualify for 6 weeks of KISD leave. **We cannot tell you in advance what the financial implications your leave will have on your pay checks.** We can tell you the generalities of how leaves are figured.

For more information on leaves, visit “Human Resources” on KatyNET.

## Adoptive Parent Leave

Full time employees who qualify for FMLA leave may request up to twelve (12) weeks of absences to adopt a child. Employees who do not qualify for FMLA are limited to 6 weeks of absences to adopt a child. If both parents are employed by the District, these employees are entitled, in combination, to 6 or 12 weeks of leave based on FMLA eligibility as applicable. Requests, which include dates of departure and return, are submitted to the principal/supervisor, who forwards them to the Human Resources Department. Local sick leave and/or state personal leave may be used for primary care of an adopted son or daughter, or for the placement of a child with the employee for foster care.

## Assault Leave

In addition to all other days of leave provided by the school district, an employee who is physically assaulted during the performance of the employee's regular duties is entitled to the number of days of leave necessary to recuperate from all physical injuries sustained as a result of the assault. At the request of an employee, the school district must immediately assign an employee to assault leave and, on investigation of the claim, may change the assault leave status and charge the leave against the employee's accrued personal leave or against an employee's pay if insufficient accrued personal leave is available. Days of leave taken under this section may not be deducted from accrued personal leave. The period provided by this section may not extend more than two years beyond the date of the assault. Notwithstanding any other law, assault leave policy benefits due to an employee shall be coordinated with temporary income benefits due from workers' compensation so that the employee's total compensation from temporary income benefits and assault leave policy benefits equal 100 percent of the employee's weekly rate of pay.

An employee is physically assaulted if the person engaging in the conduct causing injury to the employee:

1. Could be prosecuted for assault; or
2. Could not be prosecuted for assault only because the person's age or mental capacity makes the person a non-responsible person for purposes of criminal liability.



## **Catastrophic Event Leave**

### **[Board Policy DEC](#)**

In the event of a catastrophic health event involving possible loss of life of the employee or the employee's spouse, child, or parent living in the employee's home, an employee may be granted up to 20 days of catastrophic leave after all state, local, and personal leave has been exhausted. During these 20 days the employee shall receive his or her full salary minus the regular daily rate of a substitute, whether or not a substitute is used.

All full-time employees with two or more continuous years of service are entitled to apply for catastrophic event leave. The Superintendent or designee shall consider requests for this type of leave. Additional catastrophic event leave shall not be granted for a period of 12 months from the end of the last catastrophic event leave. [[Board Policy DEC](#) (LOCAL)]

At the end of the catastrophic event leave period, an employee unable to return to work shall be granted a leave of absence without pay for the remainder of the period of the temporary disability leave. The employee shall be responsible for payment of all insurance premiums during the leave of absence if he or she wishes to continue participating in the District's insurance plan.

## **Compliance with a Subpoena**

### **[Board Policy DEC](#)**

An employee shall be granted leave with pay and without loss of paid leave for absences due to compliance with a valid subpoena in the following circumstances:

1. The employee, who is not a party to the litigation, is ordered to appear in a legal proceeding pursuant to a lawfully issued subpoena, in accordance with law. [[Board Policy DEC](#) (LEGAL)]
2. The employee is a defendant in a lawsuit based on actions taken in the course and scope of his or her employment, and the employee is requested by the District's legal counsel to participate in activities and proceedings related to the defense of the lawsuit.
3. The employee is not a party to a lawsuit involving the District but is otherwise requested by the District's legal counsel to provide information, assistance, or testimony in connection with litigation involving the District.

An employee who is a party to non-District litigation or legal proceedings and who is absent due to activities and/or proceedings related to the litigation or legal proceedings must use available state personal leave for the absence.

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

## **Donated Sick Leave**

Full-time employees who suffer from a critical illness or critical disability and/or a member of the employee's immediate family who suffers from a critical event may request donated sick leave days provided the employee meets the criteria designated in Board policy and the administrative regulation in code DEC. The following procedures have been developed to permit voluntary donation of local sick leave by District staff to assist an employee requesting sick leave donations. Local sick leave days are the only days that can be designated as donated sick leave days. An employee may receive a maximum of ninety (90) donated days per occurrence under these guidelines. Employees must provide appropriately specific medical documentation of the condition that is the basis of the request for donated days.

An employee may donate a maximum of five (5) local sick leave days during an annual donation period. An annual donation period is defined as one school year with dates falling between July 1 and June 30.

The use of donated sick leave days per occurrence shall end when the employee leaves employment, when the available days have been exhausted, or when the condition which required the leave has been medically declared to be ended. Unused donated days revert to the donors.

To receive donated sick leave, the requesting employee must first be on a medical leave of absence and have submitted all required medical documentation as provided by the District, use all of his or her personal leave, sick leave, catastrophic leave (if applicable), compensatory time, and vacation days. All forms of paid leave must have been exhausted.

An employee submits the “Request for Donated Sick Leave” form, attaches a statement documenting the need for leave from his/her physician, and routes the request to his/her immediate supervisor.

The supervisor of the requesting employee verifies that the request is consistent with district procedures and, if so, submits it to the Assistant Superintendent for Human Resources.

The Assistant Superintendent for Human Resources verifies that all forms of paid leave, including catastrophic leave days (if applicable), have been exhausted and that the employee is eligible to receive sick leave donations. The Assistant Superintendent for Human Resources approves/disapproves the request, as appropriate.

An employee wishing to donate days completes one (1) donation form for each local day to be donated. The form is returned to the principal/supervisor of the employee requesting donated days. The principal/supervisor of the employee receiving a donated day will sign and forward the form to the Payroll Department.

Donated days will be contributed only in cases of unexpected critical illness, unexpected complications thereof, or temporary disability due to an injury. The normal recuperation period following the birth of a child (including cesarean deliveries) shall be excluded. Employees on Worker’s Compensation Leave are not eligible for donated sick days. Donated sick days may not be used to extend Temporary Disability Leave beyond the maximum length of 180 calendar days.

A period of twenty working days from the date of approval will be allowed during which donated days may be accumulated. Upon expiration of this accumulation period, a second accumulation period of ten working days may be requested if the 90-day maximum of donated days was not attained. A maximum of two accumulation periods per occurrence will be allowed.

## Earning State Leave

Balances of state sick leave earned prior to 1995-96 will be maintained separately. These days are not available for personal business use.

Full-time employees will receive 5 STATE PERSONAL leave days at the beginning of each year. Not more than five (5) days shall be earned in any one school year. Accumulation of LOCAL sick leave is earned based on number of days worked.

The following chart shows how STATE PERSONAL & LOCAL leave days earned are calculated:

DAYS EMPLOYED AT 100% OF THE DAY	SEMI-MONTHLY EMPLOYEES	HOURLY EMPLOYEES	
	Days Earned	(8) Hrs. Earned	(6-7.5) Hrs. Earned
0 - 17	0.0	0.00	0.00
18 - 35	0.5	4.00	3.75
36 - 53	1.0	8.00	7.50
54 - 71	1.5	12.00	11.25
72 - 89	2.0	16.00	15.00
90 - 107	2.5	20.00	18.75
108 - 125	3.0	24.00	22.50
126 - 143	3.5	28.00	26.25
144 - 161	4.0	32.00	30.00
162 - 179	4.5	36.00	33.75
180+	5.0	40.00	37.50

DAYS EMPLOYED AT 50%-99% OF THE DAY	SEMI-MONTHLY EMPLOYEES	HOURLY EMPLOYEES
	Days Earned	(3-5) Hrs. Earned
0 - 35	0.0	0.00
36 - 71	0.5	3.00
72 - 107	1.0	6.00
108 - 143	1.5	9.00
144 - 179	2.0	12.00
180+	2.5	15.00

A person working less than 100% of the day gets 50% sick leave

## Family and Medical Leave (FMLA) – General Provisions

### [Board Policy DECA](#)

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.

### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, or parent, who has a serious health condition;
- To care for the employee’s son or daughter, under the age of 18, who has a serious health condition, or if the child is over the age of 18, the illness/condition must be recognized by the Americans with Disabilities Act.
- For a serious health condition that makes the employee unable to perform the employee’s job.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### Benefits and Protections

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

*FMLA section 109 (29 U.S.C. § 2619) required FMLA covered employers to post the text of this notice.*

*Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.*

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)

## Family Medical Leave (FMLA) – Local Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FMLA leave begins.

### Use of Paid Leave

Family and medical leave 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 family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

### Combined Leave for Spouses

A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of FMLA leave 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, 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.

### District Contact

Employees that require FMLA leave or have questions should contact Beverly Bannahan in the Human Resources Department for details on eligibility, requirements, and limitations.

### Jury Duty

#### [Board Policy DEC](#)

No salary deduction is made for days that an employee misses work when called to serve on a jury or due to compliance with a valid subpoena in certain circumstances [\[Board Policy DEC \(LOCAL\)\]](#). A signed statement from the court or copy of the subpoena for the number of days that the employee is in court must be obtained and presented to the principal/supervisor.

## Katy ISD Medical Leave Procedures

When an employee must go on medical leave, it is the employee's responsibility to do the following:

- The employee must contact the Katy ISD Human Resources Department to request the appropriate medical leave paperwork.
- The employee must have a doctor complete the form stating that the employee cannot work and must take a medical leave of absence. This document should also state the expected date of return to work.

- The employee must follow Katy ISD guidelines for documentation required before returning to work. Leave for employees who do not qualify for FMLA is limited to a maximum of six (6) weeks.

Additional information may be found in the Katy ISD Board Policy Manual.

## **Limitation of Leave**

### **[Board Policy DEC](#)**

State law provides for a minimum of 180 calendar days of leave for certified employees on a medical leave for their own personal illness or injury. **The maximum length of temporary disability leave for all employees shall be 180 calendar days unless additional paid leave has been earned.** Donated sick days may not be used to extend Temporary Disability Leave beyond the maximum length of 180 calendar days. Temporary disability leave under this provision will run concurrently with FMLA leave, KISD leave, and Worker’s Compensation leave. Applications for temporary disability leave shall be submitted to the Assistant Superintendent for Human Resources or the Assistant Superintendent’s designee for approval. [Board Policy DEC](#) (LOCAL) provides that all employees who have been on leave for 180 calendar days must provide medical certification that they are able to return to duty upon the expiration of the 180-day period or they must resign or be subject to termination. Employees must also report for duty at their assigned worksite on the effective date of the release to return to duty. If the effective date of the release to return to work is not a scheduled duty day for the employee, he or she must report for duty on the first scheduled duty day after the effective date of the release. This limitation on leave applies without regard to the circumstances associated with the illness or injury.

## **Local Sick Leave**

Full-time personnel employed on a ten (10) month basis are granted five (5) days of local sick leave without loss of pay, to be used when an absence is caused by personal illness, the death or illness of a member of his/her immediate family or family emergency. This is in addition to the leave provided by the state sick leave plan. Full-time personnel employed on an eleven (11) month basis are eligible for six (6) days of local leave, and twelve (12) month personnel are eligible for seven (7) days of local leave. Employees working at least half of a full-time duty schedule, but less than full time, earn half of the full-time employee leave.

Employees shall be charged an absence even if a substitute is not employed.

All unused days of sick leave actually earned are added to the employee’s sick leave reserve at the end of each fiscal year. When an employee exceeds his/her accumulated sick leave full pay will be deducted. Days absent for which full pay is deducted cannot be counted as part of an employee’s service year and will not be included on the service record.

A doctor’s release is required for all absences that exceed five (5) consecutive days or longer. When returning to duty, it should be presented to the principal/supervisor, and then forwarded to the Human Resources Department by the principal/supervisor.

For family illness, certification of illness from the family member’s physicians will be required for absences that exceed five (5) consecutive days or longer.

An employee who is rehired after leaving the District does not retain local sick leave accumulated during the prior employment period(s).

Note to paraprofessional and auxiliary employees: The same rules and definitions as described above will be observed by paraprofessional and auxiliary employees.

“Immediate family” includes:

- Spouse;
- Son or daughter, including biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis;
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee;
- Sibling, step-sibling, sibling-in-law;
- Grandparent or grandchild;
- Any person who may be residing in the employee’s household at the time of illness or death.

Approved leave for death in the immediate family is limited to five (5) work days for each occurrence taken from your accumulated days.

“Family emergency” is limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Local sick leave is limited to that accumulated in prior years, plus that which has actually been earned during the current year.

STATE PERSONAL leave credited each school year will appear on paycheck stubs with the code PER-KT. Please note that your current year’s leave days are credited on your paycheck at the beginning of the school year; however, **in case of leave of absence or resignation, the current year’s leave days may not be used until earned and will be prorated (as shown in the schedule listed under “Earning State Leave.”)**

## **Military Family Leave Entitlement**

### [Board Policy DECA](#)

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

## **Military Leave**

### [Board Policy DECB](#)

Employees who are called into short-term military service (a period not to exceed 15 work days in a federal fiscal year) for training during the regular work year are paid their regular salary for this period of service. See [Board Policy DEC](#) (LEGAL) for information regarding military leave of more than 15 work days.

## **School Business Leave**

School Business Leave will be used for an absence involving any school related business, including, but not limited to, workshops, administrative meetings, and seminars. A School Business Leave Form (*See on-line Forms on KatyNET*) must be completed for each of these types of absences PRIOR to the absence. The Supervisor/Principal must approve the leave prior to the absence. Employees may not enter an absence for School Business and request a substitute. The AESOP administrator will request the substitute after the School Business absence has been approved.

## **State Personal Leave**

### [Administrative Regulation](#) and [Board Policy DEC](#)

Each full-time employee is provided five (5) days per year of state personal leave, with no limit on accumulation, and no restriction on transfer among districts. Only personal business leave taken will be deducted from state personal leave.

## **Guidelines for Use of Personal Leave**

The following rules shall apply to the use of personal leave. Employees who fail to comply with these rules will be subject to a dock in pay for each infraction (except for illness of employee or illness or death in employee’s immediate family):

- No more than five personal leave days may be taken consecutively. **Day six will result in a dock to employee’s pay.**
- Requests for personal business leave will be considered on a first come first served basis.
- Requests for personal business days are made on a “Request for Personal Business Leave/Other Absences” (*See On-line Forms on KatyNET*) and submitted by noon two days prior to requested date (i.e., by noon on Wednesday if Friday is the requested date). The supervisor may use discretion in the event of requests received after the deadline.

Other rules concerning use of personal leave can be found in [Administrative Regulation DEC](#) and [Board Policy DEC](#) (LOCAL) Requests for waivers of the personal leave guidelines should be submitted to the Assistant Superintendent for Human Resources.

## Recording of Leave

State personal leave will be used primarily for personal business but may also be used for illness of employee or immediate family.

Local sick leave will be used primarily for illness of employee or immediate family or death in the immediate family. State sick leave (other than personal leave) balances are available on the same basis as local sick leave. Local and state sick leave cannot be used for personal business.

Unless otherwise instructed by the employee, sick leave balances are reduced as defined by the respective absence code entered into the absence tracking system in the following order:

1. Local Leave;
2. State Leave accumulated prior to the 95-96 school year;
3. Personal Leave Katy – Prior Years;
4. Personal Leave Katy – Current Year;
5. State Leave Brought From Other Districts;
6. Personal Leave – Brought From Other Districts.

Should you wish to change the order in which your absences are deducted from your leave balances, please contact Beverly Bannahan in the Human Resources Department via e-mail at [beverlybannahan@katyisd.org](mailto:beverlybannahan@katyisd.org) and request a Leave Balance Reduction Schedule change form. Requests for change are limited to one per school year (July1 – June 30). Requests for change will not be retroactive. Changes will be processed forward from the date the Request for Change is received in the Human Resources Department.

## Vacations

Paid vacation is accumulated by all employees who work an assignment that is 238 days or more per year according to the number of years of employment in the District as follows:

<i>Years Worked</i>	<i>Max Vacation Days Earned</i>	<i>Rate of Accumulation</i>
1	5	.5 day per month
2-9	10	1 day per month
<b>10+</b>	* 15	* 1.5 days per month

\*Employees hired or assigned to 238-day positions after June 30, 1995, cannot qualify for 15 days of vacation. This limitation does not apply to employees working 260 days.

## First Year Regulations

### [Board Policy DED](#)

Vacation is earned from the employment date to the first anniversary of the employment date. Vacation days earned in the first year of continuous employment must be used within six months following the first anniversary of the employment date. Vacation days may be earned, but may not be taken during the first six months of employment with the district.

Upon attainment of the first anniversary of the employment date, an employee begins to accumulate vacation at the rate of one day per month not to exceed ten days until the following June 30. If the first anniversary of the employment date falls on the first day of the month, accumulation of vacation at the new rate begins immediately; otherwise accumulation of vacation begins the first day of the month following the first anniversary of the employment date.



## Second and Subsequent Year Regulations

Vacation days are earned from July 1 to June 30 at the rates of accumulation stated above to the appropriate maximum. All vacation days earned by June 30 in any year must be taken before January 1 of the following year or the employee forfeits the right to use those days accrued. Employees may not take vacation days that have not been earned (i.e., the vacation day earned in July may not be taken until August. September's day may not be taken until October, etc.) In no case may vacation days taken exceed the accumulated total days earned to date.

All vacations must be approved ahead of time and placed on the calendar to ensure adequate available staff at all times to operate the District. Vacation days may not be worked for additional pay unless specified in contract.

## Workers' Compensation Leave

### [Board Policy DEC](#)

Employees injured while on duty in course or scope of employment with Katy ISD may be eligible for workers' compensation leave. The criteria and amounts paid for workers' compensation are established by state law. An employee becomes eligible for workers' compensation disability payments on the eighth calendar day of work-related disability. Employees may use paid leave for any scheduled work days which occur within this initial waiting period before workers' compensation payments begin. Employee must complete and return the Offset Procedure Letter within 7 days of the date of injury to the Risk Management Department in order to receive any paid leave during the initial waiting period. Any overpayment of benefits are solely the responsibility of the employee to repay the District and/or claims administrator. Any reasonable and necessary medical expenses arising from a work-related injury will be considered for payment by the district's workers' compensation claims administrator and from no other source. Injuries occurring on the job must be reported immediately to the supervisor. (See Job Procedures: Accident Reporting) Employees who are out on Workers' Compensation Leave are not eligible for donated sick days.

# Job Status and Change

## Assignment & Dismissal – At-Will Employees

### [Board Policy DCD](#)

The Board delegates the authority to the Superintendent to employ and dismiss non-contractual employees on an at-will basis to include but is not limited to employees in the following: teachers with a District permit, paraprofessionals, auxiliary and technical personnel.

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

## Assignments and Promotions

### [Administrative Regulation](#) and [Board Policy DK](#)

Employees are subject to assignment and/or reassignment at the Superintendent's discretion. Administrative vacancies are posted as they occur or as new positions become available. Current employees desiring to move into administrative positions must inform the Human Resources Department by providing a letter of interest and an updated resume.

Job descriptions are on file at the Human Resources Department. To request a copy of a job description, please contact the Human Resources office. All vacancies are posted at [www.katyisd.org](http://www.katyisd.org).

## Board Policies and Administrative Regulations

In accordance with [TEC 21.204\(d\), 37.018](#) and local practices, the following Katy ISD policies concerning employment and other pertinent areas important to employees in Katy ISD can be found by accessing KatyNET - Policy & Legal - Administrative Regulation and/or Board Policy Manual.

DBAA		<a href="#">Board Policy</a>	Criminal History and Credit Reports
DC	<a href="#">Administrative Regulation</a>	<a href="#">Board Policy</a>	Employment Practices
DCA		<a href="#">Board Policy</a>	Probationary Contracts
DCB		<a href="#">Board Policy</a>	Term Contracts
DCE		<a href="#">Board Policy</a>	Other Types of Contracts
DEAA		<a href="#">Board Policy</a>	Incentives and Stipends
DFAC		<a href="#">Board Policy</a>	Return to Probationary Status
DFB series		<a href="#">Board Policy</a>	Termination of Term Contracts
DFD		<a href="#">Board Policy</a>	Hearing before Hearing Examiner
DFE		<a href="#">Board Policy</a>	Reduction in Force
DHE		<a href="#">Board Policy</a>	Searches and Drug/Alcohol Testing
DI		<a href="#">Board Policy</a>	Employee Welfare
GR series	<a href="#">Administrative Regulation</a>	<a href="#">Board Policy</a>	Relations with Governmental Entities

## Change of Status Report/Personal Data

### Employee Initiated

When there is a change of address, phone number, or status, the employee should access Employee Self Service (ESS) from any Internet browser (<https://mss.katyisd.org/MSS/>) OR from KatyNET (ESS Link) to make these changes (See Job Procedures: Employee Self Service for more information).

When requesting a name change you must complete a copy of the Change of Last Name form found on KatyNET and present a new/updated Social Security Card to Human Resources showing your correct name.

## Administrator Initiated

When an employee changes job titles, job assignments, hours worked, or campus locations, a “Recommendation Request” (*on KatyNET*) needs to be completed by the supervisor and submitted to the Human Resources Department.

## Contracts

### [Board Policy DF series](#)

All professionals are employed by the Board of Trustees on probationary or term contracts signed by the Superintendent. The contract length is determined by the employee’s personnel category. Renewal or nonrenewal is in accordance with state law and [Board Policy \(DFBB\)](#). Employees serve a probationary period, as provided in the Texas Education Code 21.102.

## Employee-Initiated Transfer Requests

### [Administrative Regulation DK](#)

Transfers may be initiated by the employee, by the supervisor, or by the Superintendent or designee through the Human Resources Department.

Complete the Transfer Request online at KatyNET/HR/Personnel COA/Transfer Requests, and then select Request for Employee Transfer. Per Administrative Regulation DK, to be eligible for a voluntary transfer, the employee must have worked at the current location for two consecutive years and must not have been on a growth plan at any time during the current school year. Time worked as a substitute on a campus will not be considered in the calculation of the two-year requirement. District personnel may submit requests for transfer at any time during the year. Any transfers considered during the academic school year must be approved by the sending supervisor, receiving supervisor, and Human Resources. Names of employees requesting transfers will be added to the District’s electronic transfer list and will remain on the list until June 30. The list is accessible to principals and department administrators. Principals are not obligated to release an employee for transfer during the academic school year.

Voluntary transfers are not subject to grievance.

Specific additional guidelines found in the Katy ISD Administrative Regulations will be used when opening new campuses and transferring excess personnel.

A transfer request does not guarantee a transfer, only consideration for one.

## Employee Recognition and Awards

Service Recognition Awards are awarded for total service on the basis of five (5), ten (10), fifteen (15), twenty (20), twenty-five (25) and thirty (30) years. Awards are presented at a special program held near the end of the second semester of the school term. Employees who retire with five or more years of continuous employment in the District and whose retirement can be verified with TRS are also honored.

## Resignation

### [Board Policy DFE](#)

An educator employed under a probationary contract for the following school year, or under a term contract, may relinquish the position and leave District employment at the end of the school year without penalty by filing a written resignation with the Board or the Board’s designee not later than the 45<sup>th</sup> day before the first day of instruction of the following year. Please submit the “Employee Resignation Form” found on KISD Website under the HR tab. This resignation must be submitted through the Human Resources Department giving notice as defined in [Board Policy DFE](#) (LEGAL) and (LOCAL). The educator may resign, with the consent of the Board or the Board’s designee, at any other time. The employee’s personnel file must be complete and ready for audit before the final paycheck is issued, and records are released.

The written notification of resignation should include:

- Full name
- Current address

- Position and campus / department currently employed
- The date that the resignation is effective (last day of work)

Paraprofessional, auxiliary, and non-contract employees of Katy ISD may end the employment relationship at any time, without notice. Please submit the “Employee Resignation Form” found on KatyNET under the Employment/HR tab. Katy ISD reserves the right to change district policy at any time, with or without giving advance notice.

## Retirement Program

Employees retiring under the Teacher Retirement System (TRS) of Texas should follow these procedures:

1. Notify Human Resources and campus principal or department head in writing as soon as the retirement decision is made;
2. Notify TRS well ahead of retirement date;
3. Allow sufficient time to select the method of retirement payment or allowance and get necessary certified papers. Certified papers include such items as service record prior to 1937, proof of birth date and beneficiary’s birth date, if, upon the death of retired member, payment will be made to designated beneficiary;
4. Complete and send required papers to the TRS office at least one (1) month before the effective date of retirement.

TRS retirees who also qualify for Social Security benefits may have those benefits adjusted because of the TRS retirement benefit.

Employees who retire under TRS within 90 days of termination with the District, have five or more years of continuous employment in the District, and whose retirement can be verified with TRS shall be reimbursed for all unused state personal, sick and local sick leave accumulated while employed by the District, up to a total of 90 days, at the rate of one-half of their regular daily rate at the time of retirement. If for any reason your employment ended with KISD and you were rehired, the five or more consecutive years shall be counted from your rehire date. The daily rate shall be adjusted appropriately for employees who work less than 100% at the time of retirement. As such, anyone employed less than 100% shall receive payment at half of their adjusted daily rate.

Employees who cease to be employed by the District without qualifying for the retirement reimbursement shall surrender all the accumulated local sick leave, even if later rehired by the District. An exception shall be made for employees who leave the District for the purpose of military service and return to the District within 12 months after their release from active duty.

Upon retirement, any disbursement of funds for unused sick leave cannot be made until retirement is verified.

## Teacher Retirement System

Membership in the Teacher Retirement System (TRS) of Texas is a condition of employment for most employees of the District. Interest on employee contributions is computed at a rate determined by TRS on the mean balance in your account during that fiscal year (average of your lowest and highest balances). TRS credits interest on August 31 of each year. Prorated interest on withdrawn accounts is computed at the determined annual rate from September 1 of the fiscal year when the account is withdrawn until the end of the month immediately preceding the termination. Members who permanently terminate their Texas public school employment may withdraw all deposits

If you haven’t already done so, please register for *MyTRS*, the online access section of our website. Registering is very easy. Just visit our website ([www.trs.state.tx.us](http://www.trs.state.tx.us)), and click on *MyTRS*, where you can create your own unique User ID and password. Then, you will be able to use *MyTRS* to help you plan for retirement, keep track of your personal account, receive important announcements from TRS, and much more. You can also select TRS publications to receive by e-mail such as *TRS News* issues, the *TRS Benefits Handbook*, and TRS annual statements.

## Benefit Coverage

Teacher Retirement offers more than just an annuity for retirement years. It goes to work immediately to offer the employee the following provisions:

- Death benefits for the family should the employee die before retirement;
- Disability retirement should the employee become permanently disabled;
- Guaranteed return of deposits, with interest, if employment is permanently terminated;

- Vested rights to benefits upon completion of at least five (5) years of creditable service; and
- A history of continuing benefit increases showing improvements in the retirement formula increases in benefits for retired members and numerous other benefit improvements.

This coverage is available at a cost of 6.7 percent as of September 1, 2014 of the gross monthly salary. An additional .65 percent is deducted for TRS-Care Insurance, and this amount is not refunded upon termination of employment and withdrawal of deposits.

## Coverage Options

There are several options for retirement benefits and for death and survivor benefits. For answers to specific questions regarding benefits, contact the Teacher Retirement System at (800) 223-8778 or write Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas 78701-2698.

## Termination

**The District may terminate any employee for “good cause,” which shall include, but not be limited to, the following:**

- Immorality;
- Conviction of a felony or other crime involving moral turpitude;
- Excessive use of alcoholic beverages;
- Repeated failure to comply with official directives and established Board policy;
- Physical or mental incapacity preventing performance of the job duties;
- Conviction for any drug statute violation occurring in the workplace.

**The district may declare an employee’s probationary or term contract void for the following reasons:**

- The employee does not hold a valid certificate or permit from SBEC;
- The employee fails to renew or extend a probationary certificate or any other permit or certificate issued by SBEC;
- The employee fails to comply with any requirement under Texas Education Code Chapter 22, Subchapter C (criminal history review) if the failure results in the suspension or revocation of the employee’s certificate.

## Termination/Exit Paperwork

Once a written resignation is received and accepted, exit paperwork, including the “Exit Report”, will be sent by e-mail or U.S. mail to the resigning employee. These forms must be printed, completed and signed by the employee. Completed exit paperwork must be returned to the Human Resources department. A “Termination or Exit Report” must be prepared for everyone who leaves employment with the District. Upon completion, the “Termination or Exit Report” will become a permanent part of the employee’s personnel file.

Documents concerning the employee’s right to continue his or her group health insurance or other forms of coverage will be sent separately from the Benefits and Risk Management Department.

# Staff Responsible Use Guidelines for Technology

## [Board Policy CQ](#)

Katy Independent School District makes a variety of communications and information technologies available to District staff through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have significant consequences, harming the District, its students and its staff. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District staff and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

## **Mandatory Review**

To educate District staff on proper computer/network/Internet use and conduct, users are required to review these guidelines at the beginning of each school year. All District staff shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. These guidelines are included in the District's Employee Handbook. "Staff" shall be used in this document to refer to all District employees.

## **Definition of District Technology System**

The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;
- Email accounts;
- Fax machines;
- Copiers;
- Servers;
- Computer hardware and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, tools (Internet or District server based);
- District-provided Internet access;
- District-filtered public Wi-Fi;
- Virtual environments; and
- New technologies as they become available.

## **Availability of Access**

### **Acceptable Use**

Computer/Network/Internet access will be used to improve teaching and enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use by all District staff.

### **Privilege**

Access to the District's computer/network/Internet is a privilege, not a right.

### **Access to Computer/Network/Internet**

Computer/Network/Internet access is provided to all District staff. All students will have access to the Internet unless parents request in writing that access be denied.

Access to the District's electronic communications system, including the Internet, shall be made available to staff primarily for instructional and administrative purposes and in accordance with administrative regulations. Each District computer and public Wi-Fi (available for individuals who bring their own personal telecommunication devices) has filtering software that blocks access to visual depictions and/or content that are obscene, pornographic, inappropriate, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Limited personal use is permitted if the use imposes no tangible cost to the District, does not unduly burden the District's computer or network resources, and has no adverse affect on a staff member's job performance.

All nonstaff/nonstudent users must obtain approval from the principal or departmental supervisor or designee to gain individual access to the District's system.

All individual staff users of the District's system must complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or departmental supervisor's office.

Staff are required to maintain password confidentiality by not sharing their password with others and may not use another person's system account.

Staff identified as a security risk or having violated the District's Staff Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.

## Content/Third-Party Supplied Information

Staff with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

Staff who knowingly bring prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [[See Board Policy DH](#)]

## Subject to Monitoring

All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Staff should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Staff should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with these guidelines.

## Use of Personal Telecommunication Devices

The District will provide a filtered, wireless public network to which staff will be able to connect personal telecommunication devices for instructional and administrative functions. These devices are the sole responsibility of the staff owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items. Each staff member is responsible for their own device; set up, maintenance, charging and security. District staff will not diagnose, repair or install software on another staff member's or student's device. Should inappropriate activities or a security breach be detected, appropriate District staff may examine the staff member's device.

## District Cell Phone Requirements

For staff members who have a district issued cell phone or receive a stipend for their cell phone, it is their responsibility to update and maintain current phone number through Employee Self-Service.

## Staff Computer/Network/Internet Responsibilities

Staff are responsible for their actions in accessing available resources.

District staff are bound by all portions of the District's Staff Responsible Use Guidelines. Staff who knowingly violate any portion of the Staff Responsible Use Guidelines will be subject to disciplinary action in accordance with District policies.. [\[See Board Policy DH\]](#)

## Campus- and Departmental-Level Responsibilities

The principal/departmental administrator or designee will:

1. The principal/departmental administrator or designee will:
  1. Be responsible for disseminating and enforcing the District's Staff and Student Responsible Use Guidelines at the campus or departmental level.
  2. Ensure that all staff users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or departmental supervisor's office.
  3. Ensure that staff supervising students who use the District's systems provide information emphasizing its appropriate, safe, and ethical use.
  4. Monitor all users of the District's systems to ensure appropriate and ethical use.
  5. Use the District's student management system to identify students who do not have permission to use the Internet and inform staff who are responsible for these students that they do not have permission to use the Internet, student email or Websites that require parental consent for students under the age of 13.
  6. Provide training to staff that supervise students on digital responsibility, digital citizenship/ and appropriate use of technology resources.

## Teacher Responsibilities

The teacher will:

1. Provide age-appropriate lessons in Internet safety, digital responsibility, and cyber security for students throughout the year.
2. Review District computer/network/Internet responsibilities prior to gaining access to such system.
3. Make parents aware of the District informational technology tools.
4. Verify the list of students (age 13 and younger) who require additional parent consent to access the Internet, email, and Websites through the reporting feature in the student management system.
5. Provide developmentally-appropriate guidance to students as they use electronic resources related to instructional goals.
6. Use computer/network/Internet in support of instructional goals.
7. Provide alternate activities for students who do not have permission to use the Internet or email.
8. Provide a variety of comparable activities for students who do not bring their own device.
9. Address student violations of the District's Student Responsible Use Guidelines as defined in the *Discipline Management Plan and Student Code of Conduct*.
10. Permission from parent must be obtained when students are posting such as but not limited to pictures, video, podcasts, student work, etc. to a site that is on the public Internet. The teacher must use the District Standard Policy & Legal From found on the District's internal site under [CQ](#) (Regulation).

## Katy ISD Staff Code of Conduct

District staff are expected to maintain appropriate conduct when accessing the communications and information technologies available through computer/network/ Internet access. All staff must comply with the District's Staff Responsible Use Guidelines at all times when accessing any part of the technology system.

Staff will guard and protect access to secure systems by:

1. **Protecting passwords and other similar authorization information.** Passwords are the primary way in which staff members are authenticated and allowed to use the District's computing resources. Staff will not disclose personal password(s) to any individual, including another staff member. Similarly, staff will not disclose other identifying



information used to access specific system information, recognizing that if they do so, they will be held accountable for their actions as well as those of other parties to whom they have given access.

2. **Guarding unauthorized use of resources.** Staff will not allow others to make use of their accounts or network access privileges to gain access to resources to which they would otherwise be denied.
3. **Not circumventing or compromising security.** Staff must not utilize any hardware or software in an attempt to compromise the security of any other system, whether internal or external to the District's systems and network. Examples of prohibited activities include (but are not limited to) Trojan horses, password crackers, port security probes, network snoopers, IP spoofing, and intentional transmission of viruses or worms.

Computer/Network/Internet usage is subject to monitoring by designated staff at any time to ensure appropriate use. Electronic files sent, received or stored anywhere in the computer system are available for review by any authorized representative of the District for any purpose. Staff will affirm, in writing that at all times their actions while using the District's system will not violate the law or the rules of network etiquette, will conform to the guidelines set forth in the Staff Responsible Use Guidelines, and will not violate or hamper the integrity or security of the District's technology system.

If a violation of the Staff Responsible Use Guidelines occurs, staff will be subject to one or more of the following actions:

1. Revocation of access;
2. Disciplinary action;
3. Loss of employment with the District; and/or
4. Appropriate legal action.

## Use of Social Networking/Digital Tools

### [Board Policy DH](#)

Staff may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions.

The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools. Staff who use digital learning tools in their classrooms must monitor student actions to ensure compliance with the *Discipline Management Plan and Student Code of Conduct*.

## Use of System Resources

Staff are asked to purge email or outdated files on a regular basis.

## Reporting Security Problem

If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the staff should immediately notify the District's Help Desk. The security problem should not be shared with others.

## Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses and are prohibited:

## Violations of Law

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material;
- copyrighted material;
- plagiarized material;
- material protected by trade secret; or

- blog posts, Web posts, or discussion forum/replies posted to the Internet which violate federal or state law.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws.

Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for the litigation process.

## Modification of Computer

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

## Transmitting Confidential Information

Staff may not redistribute or forward confidential information (i.e. educational records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates of or of others is prohibited.

## Commercial Use

Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

## Marketing by Non-KISD Organizations

Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

## Vandalism/Mischief

### [Board Policy DH](#)

Any malicious attempt to harm or destroy District equipment, materials or data; or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Staff committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences.

## Copyright

Staff must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

## Copyright Violations

Staff must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

## Intellectual Property

An original work created by a student that will be published on the Internet will require written parental consent.

## Plagiarism

Fraudulently altering or copying documents or files authored by another individual is prohibited

## Impersonation

Attempts to log on to the computer/network/Internet impersonating a system administrator or District staff, student, or individual other than oneself, will result in revocation of the staff member's access to computer/network/Internet.

## Illegally Accessing or Hacking Violations

Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited

## File/Data Violations

Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

## System Interference/Alteration

Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

## Email and Communication Tools

Email and other digital tools such as, but not limited to blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

Staff will be issued email accounts. Staff should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Email attachments, both internal and external, are limited to 30MB or smaller.

Staff should keep the following points in mind:

## Perceived Representation

Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the staff member's comments represent the District or school, whether or not that was the staff member's intention.

The Katy ISD email account should be used for professional communication. The social media tools that are associated with the District's email account should be for professional use. For example, an employee must not associate their Katy ISD email account with a personal Facebook account. However, the Katy ISD email account must be used if the Facebook account or Edmodo account was intended for professional purposes.

## Privacy

Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature, if applicable.

## Inappropriate Language

Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

## Communications with Students

As specified in the Employee Standards of Conduct [[Board Policy DH](#) (EXHIBIT)], ], **employees 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. 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). Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:**

- **The nature, purpose, timing, and amount of the communication;**
- **The subject matter of the communication;**
- **Whether the communication was made openly or the educator attempted to conceal the communication;**
- **Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;**
- **Whether the communication was sexually explicit; and**
- **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.**

The employee does not have a right to privacy with respect to communications with students and parents.

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

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records.
- Copyright law
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.

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.

## Political Lobbying

Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis regarding any political advertising.

## Forgery

Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

## **Junk Mail/Chain Letters**

Generally staff should refrain from forwarding emails which do not relate to the educational purposes of the District. Chain letters or other email intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

## **eNews Regulations**

The eNews system is designed to supplement communications between the District and/or campus and parents. It is to be utilized for one-way communication with parents/guardians regarding District- and campus-specific news only.

## **Guidelines for eNews System Management**

### **Guidelines for eNews System Management**

1. Usage of the eNews system should be available for both campus administrators and school-affiliated parent organizations.
2. eNews should be utilized as one component of a campus-parent communications plan, not a replacement for other communication tools.
3. eNews may only be sent to email addresses of parents/guardians, staff or eNews subscribers.
4. A student's name may be included in eNews messages as long as the student's directory information privacy code allows for the release of this information ("A" code only) or if special permission is obtained from the parents of a student with an "O" or "N" code. Other student directory information, such as photographs, address and phone number, should not be included in an eNews message.
5. eNews may not be used for solicitations from outside organizations or vendors.
6. The District's Communications Department shall be responsible for composing, editing and distributing all District eNews messages. District eNews messages must be approved by the Director of Communications or his/her designee prior to distribution.
7. The campus principal shall designate an eNews coordinator whose duties shall include gathering proposed messages and editing them for content and compliance with all District privacy guidelines for campus eNews. All campus eNews must be approved by the campus principal prior to being distributed to parents/guardians.

## **District Web Contributor Responsibilities**

The purpose of District Web sites is to communicate campus, department, and District activities and information to District Web patrons and staff. Official school and District Web sites should be hosted on a District Web server. All staff creating/editing content for display on District Web servers are considered District Web-content contributors.

In conjunction with the District's Technology Department, the District's Communications Department is responsible for ensuring that all Web-site contents, including but not limited to katyisd.org, campus Webs and teacher Webs, conform to the guidelines described below, as well the District's overall communications objectives. As such, the Communications Department reserves the right to alter or delete any content contained on a District Web site in order to ensure that it conforms with both Web-site guidelines and the District's communications objectives.

## **Content Issues**

For the requirements below, “content” is defined as text, graphics, media, or other information that is visible and/or audible on a District Web page.

- All content must be approved by principals/department heads or their designees before being posted to District Web servers.
- If any content and/or file [that is saved on a District Web server or content on an external (non-District ISD) Web site to which a hyperlink from a District Web page refers] exhibits any of the following conditions or presents any of the following problems, the individual responsible for that content will be asked to eliminate the offending condition within a reasonable amount of time. If the condition is not corrected after a reasonable amount of time, the District’s Technology Department will take action to rectify the situation. Staff who knowingly violates (or promotes the violation of) any portion of these guidelines will be subject to disciplinary action in accordance with District policies [[See Board Policy DH](#)]

Content shall not be displayed if it:

- ❖ Contains questionable and/or inappropriate material and/or themes.
- ❖ Is of a personal nature.
- ❖ Includes commercial, trademarked, and/or copyrighted material without the express written consent of the “owner” of the content. If consent is obtained, the proper trademark/copyright symbol and/or owner’s credits must be displayed.
- ❖ Is out-of-date or inaccurate.
- ❖ Contains hyperlinks that do not return an active Web page and displays a “Page Not Found”.
- ❖ Contains hyperlinks that do not return a document and displays a “Page Not Found”.
- Staff should only use Web sites on District Web servers to post class information; however, staff are allowed to post information related to curriculum projects using District-approved blog and wiki sites.
- Personal information about District staff and/or parent volunteers will not be disclosed without the approval of the individual and the principal/administrator and will be in accordance with District/campus procedures. Non-District email addresses, non-District mailing addresses, and non-District phone numbers will not be disclosed on District/campus Web sites.
- Pictures and names of staff and/or parent volunteers are allowed with their written approval.

## Display of Student Information on the Internet

### [Board Policy DH](#)

The following conditions apply to the display of student information on District Web sites. A content contributor who knowingly violates (or promotes the violation of) any portion of these guidelines will be subject to disciplinary action in accordance with District policies. [[See Board policy DH](#)]

- Student-created projects, writings, and/or artwork are permitted on campus/District Web sites, or District-approved blog and wiki sites, if the appropriate parental consent has been obtained.
- Student photographs and names are permitted if the directory information privacy code specified for the student allows for it (code “A” only).
- For a student with an “N” or “O” directory information privacy code, specific parental consent must be obtained to display each photograph of the student.
- The Responsible Use Guidelines mandatory training will provide guidance in the best practices for displaying student’s work on the Internet.

## Hyperlinks

The following requirements must be met to utilize hyperlinks on any District Web page. If these conditions are not met, the individual responsible for those hyperlinks will be asked to eliminate the offending condition within a reasonable amount of time, after which the District’s Technology Department will take action to rectify the situation. If the condition is a violation of (or promotes the violation of) any District policy or regulation or any local, state, or federal regulation or law, immediate disciplinary action of the individual responsible for the content and/or file may be recommended.

- Hyperlinks to external (non-District) Web sites must include the following text on the District Web page where the hyperlink exists: “Katy ISD is not responsible for content on external sites or servers.”
- Hyperlinks to all external (non-District) Web sites must open those Web sites in a new window.

- Hyperlinks to external (non-District) Web sites are only allowed where the content in those Web sites support and/or enhance learning, academic knowledge, and/or provide information necessary to provide service to District Web patrons. However, if the content in these Web sites is judged unsuitable at any time, the hyperlink to the site will be removed.
- Hyperlinks to Web sites, whose content is prohibited by the District's Web filtering system, will not be allowed.
- Hyperlinks to District staff or volunteer personal Web sites are not allowed.
- Hyperlinks to personal student Web sites are prohibited.

## Email Links

District email addresses (those email addresses ending with "@katyisd.org") will not be displayed on District public Web sites without being linked to a **District email Web form**. If an email address is using the traditional "mailto:" html code, the individual responsible for that email link will be asked to revise his/her code in a reasonable amount of time, after which, the situation will be rectified by the District's Technology Department. Email links can be displayed in one of these two methods:

1. If the email link is being displayed in a Katy Web, one must use a Web control specifically provided to display contact information including the contact's email address.
2. If an email link is being displayed in a District's Web site other than a Katy Web, one must utilize code that invokes the email Web form. Upon request, this code will be provided to the individual desiring to display an email link.

## Special Features

There are special Web-site features that will not be allowed on District Web sites.

- No executable programs or applets are allowed on District Web sites.

## Consequences of Agreement Violation

Any attempt to violate the provisions of this agreement may result in revocation of the staff member's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken.

**Denial, Revocation, or Suspension of Access Privileges.** With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

## Warning

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to sites that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

## Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the staff member's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

# Student Issues

## Administering Medication to Students

### [Board 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®), 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.

## Bullying

### [Board Policy FFI](#)

All employees are required to report student complaints of bullying to a teacher, counselor, principal, or District employee. The district's policy includes definitions and procedures for reporting and investigating bullying of students. Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee. A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

## Dietary Supplements

### [Board 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.

## Equal Educational Opportunities

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

Katy ISD does not discriminate on the basis of race, color, 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 against students based on sex, including sexual harassment should be directed to Ms. Bonnie Holland, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should also be directed to Ms. Holland, the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

## Hazing

### [Board Policy FNCC](#)

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 principal.



## **Parent and Student Complaints**

### **[Board 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.

## **Psychotropic Drugs**

### **[Board 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 Attendance**

### **[Board 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, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Student Conduct and Discipline**

### **[Board 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 *Discipline Management Plan and Student Code of Conduct* containing information regarding student discipline shall be made accessible at the beginning of the school year to students, parents, teachers, and administrators. Access to the *Discipline Management Plan and Student Code of Conduct* shall also be provided to newly hired professional employees, newly enrolled students, and any other person. Hard copies of this handbook will be provided upon request.

Revision to the *Discipline Management Plan and Student Code of Conduct* during the year shall be communicated promptly to students, parents, teachers, and administrators and shall also be posted on campus.

## **Student Discrimination / Harassment**

### **[Board Policies DIA and FFH](#)**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Discrimination against a student is defined as conduct directed at a student on the previous bases that adversely affects the student. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate any form of discrimination of students and shall report any alleged acts in a timely manner. Failure to promptly report alleged discrimination may impair the District's ability to investigate and address the harassment.

District employees shall not engage in discrimination of students nor tolerate student-to-student discrimination as defined in [Board Policies DIA](#) and [FFH](#) (LEGAL) and (LOCAL). The District shall investigate all allegations of such discrimination and shall take appropriate disciplinary action against employees or students who have engaged in such acts.

Sexual harassment includes unwelcome verbal or physical sexual advances, including but not limited to engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature, threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit, request for sexual favors, sexually motivated physical, verbal, or nonverbal conduct when the conduct affects the student's ability to participate in or benefit from a program or activity, or creates an intimidating, threatening, hostile or offensive educational environment. 20 USC 1681(a); Franklin v Gwinnett County Public Schools, 112 S. Ct. 1028 (1992)

Texas law requires that any person "having cause to believe" that a student's or minor's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report. Professionals, specifically, are mandated to report. "Professional" as defined in the Texas reporting statute, is any individual who is licensed or certified by the state, or who is an employee of a facility licensed, certified or operated by the state, and who, in the normal course of official duties, has direct contact with students, minors (teacher, health services personnel, counselor, or principal).

It is important to note that the law requires any person (school personnel, parents, or friends of a child) who has cause to believe that a child is being abused or neglected should make a report. Suspicions of the sexual harassment of a student by an employee should be reported in accordance with the CPS reporting requirements since this behavior is a form of child abuse.

Sexual harassment of students by employees is always a violation of law and, therefore, cannot be defended on the grounds that the student may have sought or encouraged the conduct. Katy ISD will not tolerate Employee-Student sexual harassment. It WILL cost you your career!

## **Student Records**

### **[Board 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 the campus principal for assistance.

## Student Welfare: Child Abuse and Neglect

[Administrative Regulation FFG](#)

[Board Policies DF, DG, DH, FFG, GRA](#)

### Purpose of Reporting Law

The purpose of the reporting law is to protect the student or minor by encouraging more complete reporting of suspected child abuse. This purpose is accomplished by:

1. Identification of the student or minor in peril as quickly as possible;
2. Designation of the agency, Texas Department of Family and Protective Services (DFPS), and local law enforcement to receive and investigate reports of suspected child abuse;
3. Offering, where appropriate, services and treatment.

### Training

All campus employees are required to receive annual training on child abuse. The campus principal/departmental supervisors are responsible for ensuring that all campus personnel have completed/received the mandated on-line training.

### Persons Required to Report

Texas law requires that any person “having cause to believe” that a student’s or minor’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect **shall report**. Professionals, specifically, **are mandated to report**. “Professional” as defined in the Texas reporting statute, is any individual who is licensed or certified by the state, or who is an employee of a facility licensed, certified or operated by the state, and who in the normal course of official duties, has direct contact with students or minors (teacher, health services personnel, counselor, principal). It is important to note that the law requires any person (school personnel, parents, or friends of a child) who has cause to believe that a child is being abused or neglected should make a report.

**When an employee determines that what a student or minor alleges would constitute child abuse, the employee is mandated by law to report the child’s allegations regardless of the employee’s own belief about the credibility of the student or minor.**

### Reporting Procedure

School personnel suspecting child abuse shall use the following procedures:

1. In order to provide protection to the student or minor allegedly abused, the knowledgeable employee is required to personally notify the school health services personnel, counselor, or assistant principal of the alleged abuse within the current school day. The “knowledgeable employee” is defined as the person who first receives knowledge that an abuse or suspected abuse has occurred. In cases where a school employee is the alleged perpetrator and a student alleged to be the victim, the school health services personnel, counselor, or assistant principal shall notify the school principal within two hours.

**Non-Emergency Situations:** File a report with the Children’s Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) via their website at: [www.txabusehotline.org](http://www.txabusehotline.org) and call the District Police Department at 281-237-4000. (See the Child Abuse Checklist – [Administrative Regulation FFG \(EXHIBIT A\)](#))

**Emergency Situations:** Contact the CPS Statewide Intake (SWI) of the Texas DFPS at 1-800-252-5400 and the District Police Department at 281-237-4000. **Within the required legal timeline (48 hours), the health services professional, counselor, or assistant principal who received notification of the report is to make sure, in fact, that the case was reported to the DFPS by the knowledgeable employee.**

2. After reporting to CPS/DFPS and the District Police Department, the health services personnel, counselor, or assistant principal shall also inform their school principal that a case of suspected child abuse has been reported. The obligation of the principal to report cases of suspected child abuse brought to his or her attention by school employees is not discretionary, and the principal shall ensure that the case is duly reported if this has not already

been done. It must be emphasized that this requirement does not relieve the individual employee of the obligation to report any cases of suspected child abuse brought to his or her attention. **An employee who has cause to believe that there has been child abuse or neglect cannot choose not to report the incident.**

3. Many times school personnel will receive a report of conduct that could constitute child abuse and it will be questionable whether the event involved was, in fact, child abuse as defined by Chapter 261 of the Family Code. In such a situation, the knowledgeable employee should call the local CPS/DFPS or the Katy ISD Police Department and state his or her concerns to the social worker taking the “intake” call.
4. The knowledgeable employee shall make a written report with the assistance of the health services professional, counselor, or assistant principal within (5) days of the contact that disclosed the existence of possible child abuse. The knowledgeable employee shall obtain a “Child Abuse Referral” form from the health services professional, counselor, assistant principal, or school office.
5. Copies of the written report shall be submitted by the health services professional, counselor, or assistant principal to the school principal and to the District Police Department through the district interoffice mail. Reports sent through interoffice mail are to be placed in a sealed envelope and marked “confidential.”
6. The school principal shall maintain a confidential file for the written report. [[Administrative Regulations FFG](#)]

## Investigation of Allegations

### [Administrative Regulation](#) and [Board Policy GRA](#)

According to law, it is the responsibility of CPS/DFPS or the law enforcement agency that receives and accepts the report to investigate the alleged report and determine its validity. **(It is not the employee’s role to investigate the situation.)** It is the employee’s responsibility to report the abuse in order to set in motion the process of getting help for the student or minor and to be supportive of the student or minor.

School personnel shall cooperate with representatives of official agencies investigating reported child abuse.

## Photographs

### [Administrative Regulation FFG](#)

Only during an on-site investigation can CPS or a law enforcement officer direct an employee to photograph alleged abuse. Photographing shall be conducted in a way that protects the privacy of the student or minor and ensures professional conduct on the part of the employee taking the photographs. Photographs may only be taken using equipment furnished by the investigation agency.

## Notifying the Parents

### [Administrative Regulation FFG](#)

The CPS/DFPF or law enforcement agency is responsible for notifying the parents when a child abuse report has been made concerning their student or minor. The campus does not notify parents of CPS reports except in the specific circumstances described in the following paragraph:

If an administrator has reason to believe that an employee or someone acting on behalf of the District has abused a student or minor, the administrator will notify the parent/guardian of the alleged abuse and pending investigation within four hours of the time when he/she first became aware of the suspected abuse. The principal is also required to notify the appropriate Area Assistant Superintendent and the Assistant Superintendent for Human Resources of the alleged abuse and proper notifications. If the parent/guardian cannot be located, efforts to contact them should be documented.

## Officer/Caseworker Interviewing/Removing a Student

### [Administrative Regulation](#) and [Board Policy GRA](#)

If a member of a law enforcement agency or a CPS caseworker requests permission to interview a student on or off campus, the principal or principal’s designee (professional employee) should verify and record the identity of the officer or

caseworker making the request and determine the purpose of the interview. The principal may also contact the supervisor of the officer or caseworker to validate the person's authority to conduct the interview.

The principal or principal's designee will not impede a CPS investigation; however, students should not be removed from class in order for CPS to simply check on the child or conduct counseling sessions.

If the student is to be interviewed on campus, the principal or principal's designee should ask the caseworker or law enforcement officer if he/she may be present with the student or minor during the questioning to serve as an advocate for the student or minor in the absence of a parent/guardian. If the investigator raises a valid objection to a third party's presence, documentation of the request and the response of the investigator should be recorded.

If the student is to be removed from the campus, the principal shall complete an "Acknowledgement of Student Removal/Questioning by Law Enforcement or CPS Officials" form to document the action.

## Confidentiality

Confidentiality is assured by Chapter 261 of the Family Code, for purposes of the investigation. However, the identity of the person making the report may be disclosed orally to the district attorney and to other law enforcement officials. Neither the fact of the written or oral report nor any of its contents, including the name of the person making the report, should be revealed to anyone other than the immediate school officials (principal, assistant principal, health services professional, and/or counselor), CPS/DFPS and the local law enforcement authorities.

This report should not be released to the parent of the student or minor involved or to the individual upon whom the report is made. The individual about whose behavior the report was filed will be informed by CPS/DFPS that a report has been filed and both parents and the individual upon whom the report was made will have a right to receive a copy of the record made by CPS/DFPS. The name of the person making the report, however, will not be revealed to either the parents or the person upon whom the report is made.

District personnel should be aware that they must be extremely cautious about maintaining the confidentiality of both the report and the fact that the report has been filed. This is particularly important to remember in dealing with anyone who may ask for a confirmation that a report has been made. District personnel simply state that such reports are confidential and that it would be inappropriate to either confirm or deny the information. Any comment or reporting could be considered a violation of confidentiality or violate the privacy rights of the individuals involved.

## Child Abuse – Investigation Checklist

### [Administrative Regulation FFG](#)

- **Do not investigate cases of suspected child abuse** – Substantiate and report so that the Children's Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) can investigate.
- **Only during an on-site investigation can a CPS caseworker or law enforcement officer direct an employee to photograph alleged abuse with equipment furnished by the investigating agency.**
- School personnel shall cooperate with representatives of official agencies investigating reported child abuse.
- To ensure confidentiality, do not confirm or deny that a report has been made to anyone outside of immediate school officials (principal, assistant principal, health services professional, and/or counselor), CPS and/or local law enforcement agencies.
- **The report cannot be released to the parent of the student or minor involved or to the individual upon whom the report is made.**

### **Knowledgeable Employee must:**

1. Notify the Children's Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) and the Katy ISD Police Department based on the type of situation:

#### **Non-Emergency Situation:**

For non-emergency reports of abuse/neglect of children to be made by school professionals – (the Website is [www.txabusehotline.org](http://www.txabusehotline.org))

- a. File a report within 48 hours by using the CPS website. The individual reporting a suspected abuse situation must create his/her own login name and password to access the Website. Prior to submitting the report electronically, the individual should print a copy of the report so that it can be submitted to the

- assistant principal, counselor, or school nurse. Once the form is submitted electronically, the form cannot be printed. A return e-mail will be sent acknowledging receipt of the report and an intake number will be provided for use in completing the District reporting form; and
- b. Make an oral report within 48 hours by calling the Katy ISD Police Department at 281-237-4000.

**Emergency Situation:**

For life-threatening/emergency situations (situations that require immediate attention) –

- a. Notify the school counselor, health services professional or assistant principal.
  - b. Make an oral report within 48 hours to the CPS Statewide Intake (SWI) at 1-800-252-5400 and the Katy ISD Police Department at 281-237-4000.
  - c. The report shall contain:
    - The name and address of the student or minor;
    - The name and address of the person responsible for the care of the student or minor, if available;
    - Any other pertinent information.
2. Document the following for use in completing the written report:
    - a. Name of CPS Intake Person;
    - b. Case Reference Number.
  3. Notify health services personnel, counselor, or assistant principal of the alleged abuse within the current school day.
  4. Submit a written report to the health services personnel, counselor, or assistant principal within five (5) days of your first knowledge of the suspected abuse/neglect. The knowledgeable employee shall submit the report printed at the time of a non-emergency report made via the CPS Website or use the District's "Report of Suspected Child Abuse and/or Neglect" form if an emergency report was made. The knowledgeable employee may seek assistance from the health services personnel, counselor, assistant principal, or school office in completing the written report. (The health services personnel, counselor, or assistant principal will submit the written report to the appropriate persons.)

**Health Services Professional, Counselor or Assistant Principal must:**

1. Maintain a file with up-to-date information necessary in filing a report of child abuse/neglect including the Website address to report non-emergency situations.
2. Contact CPS and the Katy ISD Police Department to report suspected abuse (if the knowledgeable person is reluctant).
3. Notify the campus administrator within two (2) hours in cases where a school employee is the alleged perpetrator and a student alleged to be the victim.
4. Verify CPS was notified by knowledgeable employee within 48 hours.
5. Obtain the appropriate form from the school office to report the suspected child abuse.
6. Assist the knowledgeable employee in completing the written report.
7. Submit the written report to the campus principal and Katy ISD Police Department within five (5) days of the knowledgeable employee's first knowledge of suspected abuse (ensure confidentiality when sending through intra-office mail by sealing the report in an envelope marked "Confidential").

**Principal must:**

1. Maintain a file with up-to-date information necessary in filing a report of child abuse/neglect including the Website address to report non-emergency situations.
2. Ensure CPS and the Katy ISD Police Department have been notified.
3. Notify parent/guardian within forty-eight (48) hours if an employee or someone acting on behalf of the District has allegedly abused a student.
4. Notify the appropriate Area Assistant Superintendent and the Assistant Superintendent for Human Resources of cases of the alleged abuse involving an employee or someone acting on behalf of the District and assure these administrators that the required notifications have been made.
5. Maintain a confidential file for the written report which must be submitted within five (5) days of the knowledgeable employee's first knowledge of suspected abuse.

If a CPS caseworker or law enforcement officer comes to the campus to conduct an investigation, visit a student, or remove a student from campus, the principal or principal's designee (professional employee) must:

1. Verify and record the identity of the caseworker or officer and the reason for his/her presence; students should not be removed from class in order for CPS to simply check on the student or conduct counseling sessions.
2. If the student is to be interviewed on campus:
  - a. Ask if the principal or principal's designee (professional employee) may be present during the questioning to serve as an advocate for the student in the parents' absence. If the investigator raises a valid objection to a third party's presence, document that the request was made and the response of the investigator.
  - b. Contact the person's supervisor to validate the person's authority to conduct the interview.
3. If the investigator is removing the student from the campus, complete an "Acknowledgement of Student Removal / Questioning by Law Enforcement or CPS Officials" form to document the action. [[\*Administrative Regulation GRA \(EXHIBIT A\)\*](#)]

# Appendix

## Documentation

## Source / Location

Benefits	1-866-222-KISD (5473) KatyNET / District Operations
Change of Name Form	Katy NET / Online Forms (or see your Supervisor)
Direct Deposit / Authorization for Payroll	KatyNET / Online Forms/Finance
Employee Request for Donated Sick Leave Days <a href="#">[Administrative Regulation DEC (EXHIBIT A)]</a>	KatyNET / Online Forms
Employee Self Service: <ul style="list-style-type: none"><li>- Changes of Address, Phone Number, Contact E-mail, W-2 Delivery preference, Emergency Contacts</li><li>- Expense Claims</li><li>- W-4 Changes</li></ul>	KatyNET / Payroll
Local Sick Leave Day Donation <a href="#">[Administrative Regulation DEC (EXHIBIT B)]</a>	KatyNET / Online Form
Name Changes (Changes of Status)	Human Resources
Recommendation Request	KatyNET / Human Resources
Request for Employee Transfer	KatyNET / Human Resources
Request for Approval to Engage in Non-school Employment	KatyNET / Online Forms
Request for Personal Business Leave	KatyNET / Online Forms (or see your Supervisor)
Teacher Retirement System (TRS) of Texas	1-800-223-8778 1000 Red River Street Austin, TX 78701-2698
Teacher Service Record	Human Resources
Time Record	KatyNET / Online Forms
W-4	KatyNET / Online Forms



