



Employee Handbook 2010-2011

FBISD



It's a Great Year...

to create...to learn...to grow...to be your best!



FBISD
A Global Tomorrow



To My Fort Bend ISD Colleagues:

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



As we consider the 2010-2011 school year, let us be reminded that every campus and support facility is interconnected and must work cooperatively with each other as a school system that ultimately supports our main mission-- student success.

We are a large business as Fort Bend ISD provides services to more than 69,000 students. We have 73 schools, 13 support sites, and over 9,500 employees. Multiple communities throughout our district lend their unique character to a collective profile which distinguishes our school district. To ensure that we work together for the continuous improvement of our educational system, I encourage each of you to remain focused on our common goal of achieving the highest level possible for Fort Bend ISD students today.

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

Best wishes for a successful school year.

A handwritten signature in black ink that reads "Timothy R. Jenney". The signature is written in a cursive style with a large, stylized initial 'T'.

Tim Jenney
Superintendent

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Introduction

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

Fort Bend ISD focuses on making a positive and significant difference in students' academic performance, while stressing achievement and excellence at all levels. The District's curriculum is balanced with extracurricular activities that offer students the opportunity to explore their various interests as well as develop and sharpen their skills and talents. The effectiveness of these programs relies on key people like YOU – the Fort Bend ISD employee – who gives students the desire to learn and excel. The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official District policy manual. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to, and a brief explanation of, District policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies can be accessed online from the District home page. Copies of this handbook are located in school libraries, the principal's office, Legal Services, the Human Resources Department and the Fort Bend ISD home page Employment section.

Employee Acknowledgment Form

Name _____

Campus/Department _____

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

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

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

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

Signature

Date

Employee Acknowledgment Form

Name _____

Campus/Department _____

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

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Signature

Date

District Information

Fort Bend ISD Today

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

District Financial Recognitions and Awards

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

- For the 12th consecutive year, Fort Bend ISD has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association, and the Certificate of Excellence in Financial Reporting Award by the Association of School Business Officials International.
- Fort Bend ISD is proud to have received a sixth consecutive rating of "Superior Achievement" under Texas' Schools FIRST financial accountability rating system. The Superior Achievement rating is the state's highest, demonstrating the quality of Fort Bend ISD's financial management and reporting system.

Accolades All Around!

Among its many honors, Fort Bend ISD has **65 National Merit Scholar Semifinalists for 2010**. These talented students are among more than 1.5 million high school juniors in more than 22,000 United States high schools who entered the 2010 Merit Program by taking the qualifying test. They represent less than one % of U.S. high school seniors.

Other honors include:

- **Fort Bend ISD is the only suburban school district in the Houston area with multiple campuses included in the top 2010 Children at Risk ranking lists.** The schools are Walker Station Elementary, Fort Settlement Middle School, Sartartia Middle School, and Clements High School.
- *Newsweek Magazine* ranks Clements, Austin, Dulles, Elkins and Kempner High Schools as **five of the top 2010 High Schools in the nation**. These schools are in the top six % of high schools in the nation.
- The National Association of Music Merchants Foundation recognized **Fort Bend ISD as one of the "2010 Best Communities for Music Education in America."**

- The National Center for Educational Achievement selected **21 Fort Bend ISD schools as 2009 Just for the Kids Higher Performing Schools in Texas**. Only 19% of schools in the state receive this recognition.
- **Commonwealth and Walker Station Elementaries, and Fort Settlement and Sartartia Middle Schools have been recognized as 2009 Texas Business and Education Coalition Honor Roll schools**. These schools represent less than 4% of our state's public schools.
- Last year, **2,833 Career and Technical Education students successfully obtained industry certifications in 26 different areas**. This number represents more than a 107 % increase over the previous year.
- And, the **2010 Fort Bend ISD graduating senior class received academic and athletic scholarship offers totaling more than \$51.4 million dollars**.

Solid Business and Community Support

Parent and community support plays an integral role in the District's commitment to academic excellence. The District's Community Partnerships program, a coordinated effort of Volunteers in Public Schools, the Community-Business Partnership, and the Fort Bend Education Foundation, continue to win numerous state awards and serves as a catalyst to develop new and creative ways for our community to partner with our schools to help our students be successful.

- **Business and community partners donated more than \$4 million** to educational programs, with in-kind donations and direct financial support in 2009-2010.
- Volunteers In Public Schools (VIPS) recorded more than **280,000 volunteer hours** in our schools last year. If you attach the rate of \$20.25 per hour (a rate established by the Independent Sector), close to \$5.5 million in volunteer services were donated to assist students in just one year.
- Since its inception in 1992, The Fort Bend Education Foundation has awarded over \$2.8 million in grants to FBISD teachers and schools.
- **In 2009-2010, the Education Foundation awarded \$327,128 for classroom grants.**

What Makes Us Different Makes Us Fort Bend ISD

Fort Bend ISD is proud of the fact that we are one of the most diverse school districts in Texas and in the nation. FBISD is a majority minority school district and is: 31.36% Black, 24.07% Hispanic, 22.38% White, 21.99% Asian/Pacific Islander and .20% Native American. As a multicultural school district, our students represent countries from around the world. More than 90 different dialects and languages are spoken by our students and their families.

The Growth Continues!

As one of the largest districts in Texas, Fort Bend ISD spans 170 square miles. Fort Bend ISD is located in the northeast part of Fort Bend County, just southwest of Houston and Harris County. The District maintains over 1,200 acres of land, 73 schools, and 13 other sites for administration, athletics, agriculture, and the Fort Bend ISD Police Department. The District encompasses the incorporated cities of Missouri City, Sugar Land, Arcola and Meadows Place, a small portion of Houston and Richmond, and the communities of Clodine, DeWalt, Rosharon, and Fresno.

To serve a growing population, Fort Bend ISD has 73 campuses (11 high schools, 13 middle schools, and 45 elementary campuses). To address various vocational interests and special learning needs, the District also has a Technical Education Center, M.R. Wood Center for Learning, Ferndell Henry Center for Learning, and Progressive High School.

In 2010-2011, the District opened Heritage Rose Elementary in Rosharon, Ridge Point High School in Missouri City, and the Ferndell Henry Center for Learning in Rosharon.

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

Board of Trustees

Policies BA, BB series, BD series, and BE series
Texas law grants the Board of Trustees the power to govern and oversee the management of the District’s schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities.

Fort Bend ISD Board meetings occur the second and fourth Mondays of most months in the Board Room of the Administration Building, 16431 Lexington Blvd., in Sugar Land. Meetings begin at 7 p.m. and are open to the public. Called meetings are scheduled on an as-needed basis, although Texas law allows the Board to call an emergency meeting in a crisis situation.

In accordance with the Texas Open Meetings Act, the Board has the privilege to meet privately in closed session to discuss matters related to personnel, student discipline, security, land acquisition, or to consult with

legal counsel. No action; however, may be taken during closed session.

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

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

Board Members

Sonal Bhuchar..... President
Susan Hohnbaum Vice President
Daniel Menendez Secretary
Jim BabbMember
Laurie Caldwell.....Member
Marilyn GloverMember
Jim RiceMember
Dr. Timothy R. Jenney, Superintendent

Senior Leadership Team

Assistant Superintendents for School Administration (DOSA)

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

Chief Information Officer

Robert Calvert

Chief Auxiliary Services Officer

Benjamin Copeland

Chief Academic Officer

Dr. Olwen Herron

Chief Financial Officer

Tracy Hoke

Chief Quality & Improvement Officer

Dr. Kathryn LeRoy

Chief Human Resources Officer

Rhonda McWilliams

Chief Communications Officer

Mary Ann Simpson

General Counsel

Leila Feldman

Executive Administrator for the Superintendent

Lindsay Shephard



2010-2011 Calendar

August

17, 19-20, Campus Staff Development
 18 Teacher Work Day
 23 First Day of School

September

6 Holiday/Labor Day

October

7 Elem Parent Conf. & Early Release
 15 End of Nine Week Period

November

24 - 26 Holiday/Thanksgiving Break

December

14 - 17 Exams
 16, 17 Early Release - MS/HS students only
 17 End of First Semester
 20 - 31 Holiday/Winter Break

January

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

February

9 Elem Parent Conf. & Early Release
 21 Holiday/President's Day

March

14 - 18 Holiday/Spring Break
 25 End of Nine Week Period

April

22 Holiday/Good Friday

May

27, 31 Exams
 30 Holiday/Memorial Day

June

1, 2 Exams
 Early Release - MS/HS Students only
 2 Last Student Day
 Early Release - All Students
 3 Teacher Work Day
 3, 4 Graduation

July

4 Independence Day

- District Staff Development
(14 hours of professional development to be completed on these days or between May 15 and December 15)
- Campus Staff Development Day
- Parent Teacher Conference
- Holiday
- ▼ Teacher Work Day
- [] End of Nine Week Period
- ◆ First Day of Semester
- Last Day of Semester
- { } Exams
- ✦ Graduation

S M T W T F S

August 2010

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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

S M T W T F S

February 2011

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| 27 | 28 | | | | | |

September 2010

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March 2011

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October 2010

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April 2011

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November 2010

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May 2011

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| 29 | 30 | {31} | | | | |

December 2010

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June 2011

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January 2011

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July 2011

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | |

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

DIRECTORY

Superintendent

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

Senior Leadership Team

Assistant Superintendents for School Administration (DOSAs)

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

Chief Information Officer

Robert Calvert
Linda Canter, Secretary – 41068

Chief Auxiliary Services Officer

Benjamin Copeland
Evelyn Chisenhall, Secretary- 41043

Chief Academic Officer

Dr. Olwen Herron
Jayne Keyser, Secretary – 41812

Chief Financial Officer

Tracy Hoke
Brenda Priess, Secretary - 41163

Chief Quality & Improvement Officer

Dr. Kathryn LeRoy
Mary Ashcraft, Secretary - 40091

Chief Human Resources Officer

Rhonda McWilliams
Vickie Tracy, Secretary - 41056

Chief Communications Officer

Mary Ann Simpson
Karen Fontenot, Secretary - 41104

General Counsel

Leila Feldman
Janie Pena, Secretary - 41275

Executive Administrator for the Superintendent

Lindsay Shephard - 41009

Alpha by Department

Accountability Director

Dr. Jan Moore - 41244

Accounts Payable

Hester Abadie, Supervisor - 41173

Athletic Director

Keith Kilgore -41900

Budget Manager

Sean Bogle - 41050

Building Manager

Gloria Nuñez - 41095

Career & Technical Education Director

Lamar Coleman - 41246

Child Nutrition Director

Gail Stotler – 41190

Community Relations Director

Nancy Porter – 41100

Compensation Director

Sheron Blaylock - 41285

Curriculum Directors

Michele Riggs (Elementary) – 41089
Melissa Stadtfeld (Secondary) – 41230

Design/Construction Director

Sundaresh Kamath - 45525

Educational Technology Director

Lynette Meyer - 41099

Extended Day Coordinator

Michelle Amos – 44220

Executive Director, Facilities & School Services

Tim Castilaw - 45560

Facilities Director

William Browning – 45560

Fine Arts Coordinator

Dr. Matt Milner - 41123

Gifted & Talented and Academy Programs Director
Jeanette Spain - 41129

Human Resources Staffing Director
Charles Spurlin – 41416

Internal Audit Director
Geri Lopez - 41720

Legal Department - 41275
Pam Kaminsky, Special Education Attorney

Library/Media Services Coordinator
Karen Paulus - 41265

Organizational Development Director
Beth Martinez - 41230

Payroll Supervisor
Sonja Curtis - 41219

Police Chief
David Rider- 45500

Print Shop Coordinator
Matthew Herring - 41816

Public Information Requests/Student Transfers Coordinator
Sandra Bonner – 41117

Purchasing/Materials Management Director
Alfonso Saldivar - 41841

Safe/Secure Schools Director
Ernesto Rodriguez – 41797

Special Education Services Director
Lynn Guidry - 41143

Special Programs Director
Dr. Mary Jackson - 41135

Student Support Services Director
Dr. Bob Conlon - 41131

Technical Services Director
Arthur Allen - 41336
Service Desk – 41300

Testing Director
Thomas Negri – 41306

Transportation Director
David Davis – 41971

| |
|---|
| FBISD 24-HOUR EMERGENCY HOTLINE (281) 634-5500 |
|---|

ELEMENTARY SCHOOLS

* All phone and fax numbers have a 281 area code

Armstrong Elementary

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

Austin Parkway Elementary

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

Barrington Place Elementary

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

Blue Ridge Elementary

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

Brazos Bend Elementary

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

Briargate Elementary

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

Burton Elementary

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

Colony Bend Elementary

Sue Sierra – Principal
2720 Planters Street
Sugar Land, TX 77479
634-4080 Fax: 634-4092

Colony Meadows Elementary

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

Commonwealth Elementary

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

Cornerstone Elementary

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

Drabek Elementary

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

Dulles Elementary

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

Fleming Elementary

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

Glover Elementary

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

Goodman Elementary

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

Heritage Rose Elementary

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

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

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

Hunters Glen Elementary
Angela Dow – Principal
695 Independence Blvd.
Missouri City, TX 77489
634-4640 Fax: 437-1828

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

Jordan Elementary
Dr. Margaret Patton – Principal
17800 West Oaks Village Drive
Richmond, TX 77407
634-2800 Fax: 634-2801

Lakeview Elementary
Janet Moring – Principal
314 Lakeview Drive
Sugar Land, TX 77498
634-4200 Fax: 634-4214

Lantern Lane Elementary
Dr. Yvette Blake – Principal
3323 Mission Valley Drive
Missouri City, TX 77459
634-4680 Fax: 634-4694

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

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

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

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

Mission West Elementary
Dr. Terry-Ann Rodriguez - Principal
7325 Clodine Reddick Road
Houston, TX 77083
634-4320 Fax: 634-4334

Oakland Elementary
Barbie Herrington – Principal
4455 Waterside Estates Drive
Richmond, TX 77406
634-3730 Fax: 634-3738

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

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

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

Pecan Grove Elementary
Sandra Campos – Principal
3330 Old South Drive
Richmond, TX 77406
634-4800 Fax: 634-4814

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

Ridgegate Elementary
Jennifer Sowells – Principal
6015 W. Ridgecreek Drive
Houston, TX 77053
634-4840 Fax: 634-4855

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

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

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

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

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

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

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

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

Walker Station Elementary
Ginger Carrabine – Principal
6200 Homeward Way Blvd.
Sugar Land, TX 77479
634-4400 Fax: 634-4413

SECONDARY SCHOOLS

Middle Schools

Baines Middle School
David Yaffie – Principal
9000 Sienna Ranch Road
Missouri City, TX 77459
634-6870 Fax: 634-6880

Crockett Middle School
Ken Gregorski – Principal
19001 Beechnut
Richmond, TX 77407
634-6380 Fax: 327-6380

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

First Colony Middle School
Jerrie Kammerman– Principal
3225 Austin Parkway
Sugar Land, TX 77479
634-3240 Fax: 634-3267

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

Garcia Middle School
Chris Morgan – Principal
18550 Old Richmond Road
Sugar Land, TX 77478
634-3160 Fax: 634-3207

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

Lake Olympia Middle School

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

McAuliffe Middle School

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

Missouri City Middle School

Lisa Harris – Principal
 202 Martin Lane
 Missouri City, TX 77489
 634-3440 Fax: 634-3473

Quail Valley Middle School

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

Sartartia Middle School

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

Sugar Land Middle School

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

HIGH SCHOOLS**Austin High School**

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

Bush High School

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

Clements High School

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

Dulles High School

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

Elkins High School

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

Hightower High School

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

Kempner High School

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

Marshall High School

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

Ridge Point High School

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

Travis High School

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

Willowridge High School

Dr. Joe Coleman – Principal
 16301 Chimney Rock Road
 Houston, TX 77053
 634-2450 Fax: 634-2513

SPECIALIZED CAMPUSES**Progressive High School**

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

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

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

M.R. Wood Center for Learning
Justo Robinson – Principal
138 Avenue F
Sugar Land, TX 77498
634-3320 Fax: 634-3331

Equal Employment Opportunity

Policies DAA, DIA, FB

The Fort Bend Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, gender, sex, national origin, disability and/or age, military status, genetic information, or any other basis prohibited by law in educational programs or activities that it operates or in employment decisions.

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

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

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

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

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

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

Employment

Job Vacancy Announcements

Policy DC (LOCAL)

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

Employment After Retirement

Policy DC (LEGAL)

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

Contract and Non-Contract Employment

Policies DC series

State law requires the District to employ nurses and individuals that serve in positions requiring a certificate from State Board for Educator Certification (SBEC), such as classroom teachers, principals, librarians, or counselors, under a probationary or term contract. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary Contracts. All full-time, professional and administrative employees employed in positions requiring SBEC certification and nurses who are new to the District must receive probationary contracts during their first year of employment. Former employees who are hired after at least a two-year lapse in District employment also will be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be

three years (i.e., three one-year contracts), with an optional fourth year if the Board determines it is unclear whether a term contract should be given.

Term Contracts: Full-time teachers, professionals, and administrators employed in positions requiring SBEC certification and nurses who have successfully completed the probationary period will be employed by term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies may be accessed online at www.tasb.org/policy/pol/private/079907.

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

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

Searches, Alcohol/Drug Testing Policy DHE

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

Employees required to have a commercial driver's license. The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee who is required to have a commercial driver's license (CDL) and who operates a commercial motor vehicle is subject to drug and alcohol testing. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when job duties include driving.

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

1. when reasonable suspicion exists;
2. at random;
3. when an employee returns to duty after engaging in prohibited conduct; and
4. as a follow-up measure.

Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements and detailed information on alcohol and drug abuse, and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Student Support Services at 281-634-1130.

First Aid, CPR, and AED Certification Policies DBA, DMA

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

Reassignments, Transfers, and Reduction in Force Policies DFF, DK

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another department or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. (In exercising their authority to approve appointments and reassignments, principals shall work cooperatively with the Human Resources Department to ensure the efficient operation of the District as a whole). When reassignments are due to enrollment shifts or program changes, the Superintendent or designee has final

placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the District process for employee complaints outlined in Policy DGBA (LOCAL).

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

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

Workload and Work Schedules

Policies DEA, DL

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

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

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

Notification to Parents Regarding Teacher Qualifications

Policies DBA, DK

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

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

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

Outside Employment and Tutoring

Policy DBD

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

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

Performance Evaluation

Policies DN series

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

in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

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

Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. All employees shall receive a copy of their annual written evaluation.

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

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

The annual appraisal of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS). The District shall establish an appraisal calendar each year. All formal classroom observations of teachers shall be scheduled by date and time. Informal classroom observations may occur at any time. The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board. Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers. The Board shall ensure that the Superintendent or designees establish procedures regarding how domain scores from first and second appraisers will be used.

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

Less-Than-Annual Appraisal of Teachers

To be eligible for less-than-annual appraisal, a teacher shall:

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

During this less-than-annual appraisal period, the teacher will complete and submit the PDAS teacher

self-reports Parts I-III, as well as receive a summative appraisal consisting of at least domains V-VIII.

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

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

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

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

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

Compensation and Benefits

Salaries, Wages and Stipends

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by the administration each year and adjusted as needed. The Superintendent

or designee, within guidelines set out in federal regulations, shall determine the classification of positions of employees as “exempt” or “nonexempt” for purposes of compliance with the Fair Labor Standards Act. Professional and administrative employees are generally classified as exempt and are paid semi-monthly salaries. Paraprofessionals are generally classified as nonexempt and are paid semi-monthly salaries. Hourly employees (bus drivers, cafeteria workers, Extended Day staff, custodians, maintenance workers, and crossing guards) are generally classified as nonexempt and are paid only for the hours they work.

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

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

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

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

Annualized Compensation
Policy DEA

The District pays all salaried employees over 12 months regardless of the number of months employed

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

Paychecks

Ten-month employees, including teachers, are paid over 12 months of employment equal to 24 pay periods. Additionally, first year teachers with the District will receive 25 pay periods, beginning with the August 31 pay date. Employees on 24 pay periods will receive checks twice each month from mid-September through the end of August. Paychecks will not be released to any person other than the District employee named on the check without the employee’s written authorization.

Paychecks are mailed to the address on file the day before payday. Employees who receive an actual check for payment of wages must wait seven days from the date the paycheck is mailed before requesting a replacement check.

The schedule of pay dates for the 2010-2011 school year is as follows:

Checks

| | |
|--------------|-----------|
| August 31 | March 11 |
| September 15 | March 31 |
| September 30 | April 15 |
| October 15 | April 29 |
| October 29 | May 13 |
| November 15 | May 31 |
| November 30 | June 15 |
| December 15 | June 30 |
| December 31 | July 15 |
| January 14 | July 29 |
| January 31 | August 15 |
| February 15 | August 31 |
| February 28 | |

Automatic Payroll Deposit. Employees hired as of July 1, 2010, are required to participate in mandatory direct deposit. The District offers all other employees automatic payroll deposits as well. Employees may have paychecks electronically deposited into an account at any financial institution that accepts electronic transfer of funding. With automatic deposit, an employee’s pay is immediately available on the pay date. An authorization of direct deposit form must be on file in the Payroll Department. Direct deposit forms are available in the Payroll Office located in the Administration Building, Room 200. In order to

complete the employment process, you must submit your direct deposit authorization. When activating or changing a direct deposit, a pre-notification period is required to insure all bank information has been submitted and processed correctly. Direct deposits are posted on the regularly scheduled paycheck dates. Because the District cannot control the time of day each bank or credit union posts a deposit to an employee's bank account, we strongly recommend that employees not schedule drafts on the same day as a pay date. Final paychecks for employees who separate from service before the last day of instruction will not be automatically deposited. Contact the Payroll Department at (281) 634-1219 for more information about direct deposit.

Payroll Deductions

Policy CFEA

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

Temporary and part-time employees who are not eligible for TRS membership must participate in the Deferred Compensation FICA Alternative Plan. Other payroll deductions employees may elect include, but are not limited to:

- Deductions for the employee's share of premiums for health, dental, life, and vision insurance;
- Annuities;
- Texas Prepaid Higher Education;
- Savings and loan payments through Brazos Valley Schools Credit Union;
- Membership dues to professional organizations;
- Contributions to charitable organizations (e.g. United Way); and
- Additional insurance coverage.

Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy DEA

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

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule.

Nonexempt employees who must work beyond their normal schedule but less than 40 hours per week will earn compensatory time. Nonexempt employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday. Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

- Employees must use accrued compensatory time within the next pay period. Any request to delay the use of compensatory time beyond the next pay period must be submitted to the Superintendent or designee for approval.
- Use of compensatory time may be taken at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use compensatory time before using available paid leave (e.g., sick, personal, non-duty).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- Nonexempt employees may not volunteer at their worksite.

Pay for salary errors in prior years. The District provides employees with individual salary notices that summarize each employee's pay grade, pay step (experience) and stipend, if any. Therefore, it is the employee's responsibility to review the salary notice annually and to immediately point out questions or concerns in writing to the Human Resources Compensation Department. It is the practice of the District for any correction to be limited to the current fiscal year, which is from July 1st through June 30th.

Travel Expense Reimbursement

Policy DEE

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

Group Health Insurance Benefits

Policy CRD

Group health insurance benefits coverage is available to all active employees employed 20 or more hours per week and contributing to Teacher Retirement System (TRS). Retirees eligible for coverage under

Insurance Code Chapter 1575 (retiree group health benefits) are not eligible for coverage by a group insurance plan under Insurance Code Chapter 1551 (state employee health insurance) or Chapter 1601 (state university employee health insurance).

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

The Group Health Plan year is from January 1 through December 31. New employees must complete enrollment forms within the first 30 days of their start date. Benefits are effective the first day of the month following the employee's hire date. Current employees can make changes in their insurance coverage during annual open enrollment or if they have an IRS qualifying event. Employees should contact the Benefits Department, (281) 634-1418, for more information.

Supplemental Insurance Benefits Policy CRD

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

Cafeteria Plan Benefits (Section 125)

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

New employees must accept or reject this benefit during the first 30 days of their start date. All employees must accept or reject this benefit on an annual basis and during the specified time period of annual/open enrollment.

Workers' Compensation Insurance Policy CRE

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

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

An employee unable to work due to a work-related illness or injury may elect to use sick leave or any other available leave benefits while recovering. If an employee elects to use paid leave benefits, workers' compensation wage benefits will begin when paid leave is exhausted, the employee elects to discontinue use of paid leave, or leave payments are less than the employee's pre-injury average weekly wage. Employees with questions about Workers' Compensation should contact the Benefits Department at (281) 634-1418 or the Texas Workers' Compensation Commission at 1-800-452-9595.

Employee's Use of Own Vehicle

If you are driving your own vehicle on District business, **your own insurance is primary**. If your vehicle, or someone else's vehicle or property is damaged, or if someone is injured, coverage must be provided by your insurance. *Injuries to employees* incurred in the course and scope of employment, or in this case, a work-related auto accident, will be covered by Workers' Compensation. Maintaining a current auto insurance policy is a matter of law and the District expects that any individual who may be required to drive his/her personal vehicle for District purposes abides by this law.

Unemployment Compensation Insurance Policy CRF

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

reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Texas Work Force Commission 1-800-832-2829.

Teacher Retirement

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

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

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

Leaves and Absences

Policies DEC, DECA, DECB

Forms

www.fortbendisd.com/personnel/LeavInfo.htm

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require an extended leave of absence should call the Department of Human Resources Leaves Manager for leave options.

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

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

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

Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the District as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave.

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

Personal Leave. Each employee earns state personal leave, in equivalent workdays, at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.

At the beginning of the school year or employment period, an employee shall be credited with the full amount of leave allowance possible for the year. Days are earned only during active duty; therefore, an extended leave or excessive absences will result in prorated amounts for the year. The leave allowance shall be prorated on the basis of time served if an employee resigns or ceases to be employed before the end of the school year. The days used in excess of the prorated allowance shall be reimbursed to the District at the employee's regular daily rate of pay.

There is no limit on the accumulation of state personal leave. It can be transferred to other Texas school districts and is generally transferable to education service centers.

Requests for use of personal leave must be submitted to the principal or department director/supervisor as soon as practicable, but no later than 5 days prior to the anticipated absence. State (STPB) and local (LPL) leave may not be taken for more than three consecutive days except in extenuating circumstances and with the approval of the Superintendent or designee. No more than a total of ten leave days, including any combination of state (STPB) personal or local (LPL) personal days may be used in each school year (July 1 through June 30). Employees have the option to charge absences related to sick leave to

either state (ST) sick or local (LSL) sick balances. This election shall be made by the employee when completing the absence report or calling absence into VIPER. Any change made after the absence has occurred must be made within 30 days. The request must be made, in writing, with supervisor approval to your campus/department absence verifier.

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

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

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

This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave. Salaried employees are required to report their absences to Web Center/VIPER. Hourly employees shall follow procedures for their specific department/campus. No more than ten percent of the total staff of a school or department that exceeds ten people may be on personal leave at the same time.

Non-Duty Days. Twelve-month employees will have a varying number of non-duty days each year. Employees are not paid for these days. Employees who leave the District before the end of their contract or take an extended leave have not earned non-duty days. If non-duty days have been used, contact the Compensation Department at (281) 634-1454. Non-duty days may not be substituted for holidays such as July 4th, Spring Break, and Winter Break. Extension of holidays through use of non-duty days must be approved by the supervisor. Non-duty days should be used by the end of the contract year in which they are earned but may be carried through to October 31 of the following year. Employees may request to use non-duty days at their discretion. All twelve-month employees must obtain prior approval from their immediate supervisor before using a non-duty day. Any conflict with departmental workload or scheduling will be considered sufficient cause for

denying a request for non-duty days. Requests for non-duty days are submitted on the "Request for Leave/Absence Report" and are to be reported to Web Center/VIPER.

State Sick Leave/Local Leave. State sick leave earned before May 30, 1995 is available for use and may be transferred to other school districts in Texas. With the exception of bus drivers and monitors, all regular employees who are employed 20 hours or more per week earn local sick leave at the rate of one-half work day for each 18 workdays of employment up to a maximum of five workdays annually. If an employee uses and is paid for more sick leave than he or she has earned, the cost of unearned leave will be deducted from the employee's next paycheck.

State or Local Sick leave may be used for the following reasons only:

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

Family and Medical Leave (FML) Eligibility. Employees who have been employed by the District for at least 12 months, and have worked at least 1,250 hours during that time are eligible for FML. Eligible employees can take up to 12 weeks of leave, 26 weeks if applicable, in the 12-month period measured forward from the date FML begins. FML may be taken under the following circumstances:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition
- A qualifying exigency resulting from active military service of a spouse, child, or parent
- Short notice deployment
- Military events and related actions
- Post deployment activities

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

Catastrophic Illness or Injury. 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 three 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.

Requests for FML. When the need for FML is foreseeable, employees must provide 30-day advance notice to the District. When the need for leave is not foreseeable, employees must notify their supervisor as soon as possible. Employees shall be required to provide one or more of the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave at 30-day intervals
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work
- Certification of the need for family military leave

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

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

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

a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the service member became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

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

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, absences due to work-related illness or injury, and unpaid personal leave. The District will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Intermittent Leave. An eligible employee, other than an instructional employee, may take FML in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

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

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

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

"Instructional employees" are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term

includes not only teachers, but also athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instruction, nor does it include personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Catastrophic Leave Benefit. Full-time employees diagnosed with a catastrophic illness who are on approved FMLA and who have exhausted all other forms of paid leave may apply for 30 days of paid catastrophic leave annually to a lifetime maximum of 60 days per employee.

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

If an employee does not receive a paycheck, health care benefits will terminate and the employee will be eligible for COBRA benefits. Contact the Benefits Department for more information.

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

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

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

Employees must request approval for temporary disability leave. The leave request must be

accompanied by a physician's statement confirming the employee's inability to work and indicating a probable date of return. Medical certification forms must be submitted to the Human Resources Department if the employee will be out more than five days. If disability leave is approved, the length of leave is no longer than 180 calendar days. Employees are required to report their absences to Web Center/VIPER. If temporary disability leave is not approved, the employee must return to work or be subject to termination. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

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

Health care premiums will continue to be deducted from employee's paycheck. If an employee does not receive a paycheck, an invoice for employer paid premiums will be generated from the Benefits Department and mailed to the employee. Employee is responsible for paying the premiums to keep coverage in force. Contact the Benefits Department at (281) 634-1418 for more information.

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

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

1. Receive workers' compensation wage benefits; or
2. Use available paid leave. Workers' compensation wage benefits shall begin when:
 - a. Paid leave is exhausted;
 - b. The employee elects to discontinue use of paid leave; or

- c. Leave benefits are less than the employee's pre-injury average weekly wage.

Assault Leave. Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault on the job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of the employee, the District will immediately assign the employee to assault leave. Days of leave granted as assault leave will not be deducted from accrued personal leave or counted against the employee's FMLA entitlement and will be coordinated with workers' compensation benefits. Following an investigation of the claim, the District may change the assault leave status and charge the leave against the employee's accrued personal leave. The employee's pay will be reduced if accrued paid leave is not available. Principal/Supervisor or designee is required to contact the substitute office to report assaulted employee's absences.

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

Bereavement. Use of state and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to approval of the Superintendent or designee. Salaried employees are required to report their absences to WebCenter/VIPER. Hourly employees shall follow procedures for their specific department/campus.

Jury Duty. Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service to their immediate supervisor. The employee will be allowed to retain any compensation they receive. Salaried employees are required to report their absences to Web Center/VIPER. Hourly employees shall follow procedures for their specific department/campus.

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

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, a reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue team, will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1 – September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service. Salaried employees are required to report their absences to Web Center/VIPER. Hourly employees shall follow procedures for their specific department/campus.

Reemployment After Military Leave. Employees who leave the District to enter into the uniformed services (the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Services, and any other category of persons designated by the President in time of war or emergency) shall be entitled to certain reemployment rights under the Uniformed Services Employment and Reemployment Rights Act of 1991 (USERRA) if:

- The employee has given advance written notice (unless notice is precluded by military necessity or is otherwise unreasonable or impossible);
- The cumulative length of the absence and of all previous absences from a position of employment with the District does not exceed five years; and
- To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence or honorable discharge or release, and submit an application for reemployment to the Superintendent within 90 days of discharge or separation.

Reemployment is not required if:

- The District's circumstances have so changed as to make reemployment impossible or unreasonable;

- Reemployment would impose an undue hardship on the District; or
- The employee was in a position for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.

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

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

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

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

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

FORT BEND ISD

EMPLOYEE’S QUICK REFERENCE

Viper Phone Number **(281) 634-1381**

HR Sub Office Phone Numbers
(281) 634-8778 (A-L alpha)
(281) 634-1287 (M-Z alpha)

Write your PIN number here: _____

All FBISD salaried employees must register with VIPER. To register as a new user and receive your PIN (Personal Identification Number):

1. **Call** VIPER at (281) 634-1381 and have your PeopleSoft Employee ID # ready.
2. **Press** the * KEY when the system asks for Personal Identification Number (PIN)
3. **Press** 3 for employee
4. **Enter** your PeopleSoft Employee ID #
5. **You must record your name.**
 Press 1 if you like the recording
 Press 9 to re-record your name

6. The system confirms your work location and title. If incorrect, please contact the Sub Office. (numbers shown above)
7. The system assigns you a **Viper PIN #**.
 Press 9 to review your **Viper PIN #**
 Press 1 if correct

HELPFUL HINT: Enter your Viper PIN Number and PeopleSoft Employee Identification Number in your cell phone .

Forget your PeopleSoft Employee ID number?

1. Go to www.fortbendis.com
2. Click ‘Employee Services’
3. Click ‘Employee ID lookup’
4. Enter your social security # and hit “enter” (don’t click on the “reset” button)

Forget your VIPER PIN number?

1. Call VIPER – (281) 634-1381
2. Press * key when system answers
3. Press 3 (listen to phone prompt)
4. Enter your Peoplesoft ID number followed by the ‘#’ key (listen to phone prompt)
5. Press 1

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

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

Reasons For Absence

1. **LSL** – Local Sick Leave
2. **ST** – State Sick Leave (older code used prior to 1995)
3. **LPL** – Local Personal Leave (older code used prior to 2003)
4. **STPB** – State Personal Leave
5. **ND** – Non-Duty Day
6. **MD** – Military Duty
7. **JD** – Jury Duty
8. **SB1** – School Business Sponsoring (Coaching, UIL, Student Council)
9. **SB2** – School Business/Professional Development (Authorization number)
10. **SB3** – Business Professional – Non-Teaching (Testing, Committee Work, etc.)

The following are the **only** begin/end times to be entered in Viper or the WebCenter. Pay close attention when entering half-day times and when selecting AM and PM.

| | |
|---|--------------------------------------|
| HIGH SCHOOL - | 7:00am-11:00am 11:01am-3:00pm |
| MIDDLE SCHOOL | 8:10am – 12:10pm 12:11pm – 4:10pm |
| ELEMENTARY SCHOOL | 7:45am-11:45am 11:46am-3:45pm |
| CENTRAL ADMINISTRATION AND OTHER DEPARTMENTS | 8:00am-12:00pm 12:30pm-4:30pm |

There are **two** ways an employee can enter, modify, review, and cancel an absence. They can enter absences through VIPER using their phone or through WebCenter using the internet. WebCenter is the method preferred by most employees.

All Fort Bend ISD salaried employees are responsible for entering their own absences, especially when on leave. Since employees can not enter past absences, they need to contact their campus/dept absence verifier.

TO ENTER AN ABSENCE USING VIPER

1. **Call** (281) 634-1381 and have your VIPER Personal Identification Number available.
2. **Press 1** to Enter An Absence
3. **Press 1** for a one-day absence for the CURRENT day, OR press 5 for a one-day absence for the NEXT work day, OR press 7 to enter the dates and times
4. **IF YOU PRESSED 1 OR 5** to enter a one-day absence...
Press 1 to ACCEPT times, **SKIP TO** Step 4, OR **press 5** to manually enter times
--To accept times, **PRESS** the * **KEY OR**, enter **START** time (HHMM).
Repeat procedure for **END** time, **SKIP TO** Step 4

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

- 3a. **PRESS** the * **KEY** to accept the date offered, enter **DATE** the absence starts (MMDD).
- 3b. **PRESS** the * **KEY** to accept the time offered, OR enter **TIME** the absence starts (MMD).
- 3c. **Repeat** procedures in 3a/3b for **DATE/TIME** Absence Ends.
5. **Enter** the **REASON NUMBER**, then press the * **KEY**.
6. **Press 1** to Record Special Instructions, OR **press 5** to bypass this step.
7. **Press 1** if a Substitute IS required, OR **press 3** if NO substitute is required, **SKIP** to Step 8.

8. **Press 1** to request a particular substitute, OR **press 3** to bypass this step. To request a particular substitute, enter their telephone number minus the area code, Example: (281) 634-1287 you would enter 6341287. Then **Press** the * **KEY**.
9. **Press 1** to Receive the job number
NOTE: You must receive the job number or it will not go through as complete.

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. **Call (281) 634-1381**
2. **Enter VIPER Personal Identification Number**
3. **Press 5** to *Review or Cancel An Absence*
4. Listen to the information the System plays.
Press 1 to hear the information again, OR
Press 3 to hear another absence, OR
Press 5 to cancel the job the System just played, OR
Press 6 to Modify Special Instructions.

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

If a substitute was assigned to the absence:
Press 1 if you want the System to inform the substitute of the cancellation, OR **press 5** if the substitute knows that the Job was cancelled.

Once you confirm a request to cancel the Job, you must wait for the System to say "job number xxxx has been cancelled."

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

TO ENTER AN ABSENCE USING WEBCENTER

WebCenter Address:
<http://fortbendisd.com/eservices.cfm>
Click 'Employee Absence Reporting' and log on.

User ID: _____
(User ID is your People Soft Employee ID Number)

Viper PIN: _____
(PIN=your PIN # from VIPER)

Printing: You can print any of the screens by using your browser's print icon.
Press the **Create Absences** tab to enter an absence.

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

Select **Start** and **End** dates for your absence by clicking on the down arrows or using the Calendar icon. Enter the begin/end times for your campus/dept shown on the previous page.

Indicate if a substitute is required for this absence. To request a particular substitute, enter the substitute's phone number without area code or use the Search feature to find the substitute by name.

If the substitute has agreed to accept the job, answer "Yes". If you don't check "Yes", the system will call any available substitute and the campus will have two substitutes for the same absence.

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

The confirmation screen allows you to verify the information is correct before the job is created. Be sure to verify that the AM and PM times are correct. If the half-day time is incorrect, the system will charge you one full-day absence. Press the **Create Absence** button to create the job and receive the job number OR press the **Cancel** button to return to the **Absence Creation** form without creating the absence.

If the absence has been successfully entered, a message will be displayed to indicate this along with the Job Number. If there is no job number, the absence did not go through and will need to be created again.

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

Press the **Review Absences** tab:

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

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

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

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

If you want the system to call the substitute when you cancel a job, place a checkmark in the box "Does the substitute need to be notified of your cancellation?"

To confirm that you do want to cancel the absence, press the **Cancel Job** button. You have **not** cancelled

the absence until you press the **Cancel Job** button. A successful action will display to confirm the cancellation.

Employee Relations and Communications

Employee Recognition and Appreciation Policy DJ

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

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

E-News: Employee Newsletter

Great News from Fort Bend ISD: Community Newsletter

E-briefs: School Board meeting summary

Press Releases: Distributed regularly to local press

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator.

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

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

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative

grievance procedures are exhausted, employees may bring grievances to the Board of Trustees. The District's policy concerning the process of bringing complaints and grievances is found in Board policy DGBA (LOCAL).

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

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

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

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

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

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

Code of Ethics and Standard Practices for Texas Educators

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

Enforceable Standards

I. Professional Ethical Conduct, Practices and Performance.

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

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

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

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

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

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

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

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

II. Ethical Conduct Toward Professional Colleagues.

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

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

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

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

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

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

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

III. Ethical Conduct Toward Students

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

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

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

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

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

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

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

Dress and Grooming

Policy DH

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors. Inappropriate attire is any item that causes a distraction to other employees/students, or creates an unsafe environment. This includes, but is not limited to, low-cut blouses, clothing that exposes the navel, short dresses, unusual hair colorings, visible tattoos, nose rings, and other pierced body parts (except ears).

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been discriminated or retaliated against, or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint, the employee shall report the complaint directly to the Superintendent. A complaint against the Superintendent may be made directly to the Board. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor

regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (See *Complaints and Grievances*). To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The District will not retaliate against an employee who in good faith reports perceived harassment. Additional information is available in Board Policy DIA (LOCAL).

Sexual Harassment

Policies DH, DF, DIA, FFG, FFH

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

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, or the Title IX Coordinator, who is the Chief Human Resources Officer. The District will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

Employee-to-Student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic or inappropriate social relationships between District employees and students are strictly prohibited. Solicitation of a romantic relationship means deliberate or repeated acts that can be reasonably interpreted as soliciting an inappropriate relationship characterized by an ardent emotional attachment or pattern of exclusivity. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Telephoning/texting students at home or elsewhere (unless directly related to a school activity) and engaging in inappropriate social relationships.
- Engaging in physical contact that would reasonably be construed as sexual in nature.

- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual abuse of a student by an employee is strictly prohibited. Sexual abuse may include, but is not limited to: fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus administration. Failure to report will result in disciplinary action. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parent and promptly investigated. Conduct that may be characterized as child abuse must be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the Chief Human Resources Officer. For additional information, see Board Policies DF (LEGAL) and FFH (LOCAL).

Alcohol and Drug Abuse Prevention

Policies DH, DHE, DI

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

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours: any controlled substance or dangerous drug as defined by law, alcohol or any alcoholic beverage, any abusable glue, paint or chemical for inhalation, any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

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

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

employee assistance programs and contracts shall be posted throughout the workplace.

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

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

1. Mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
2. Causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
3. Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
4. Failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
5. Sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
6. Failure to make a reasonable effort to prevent sexual conduct harmful to a child;
7. Compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code;
8. Causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;
9. The current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child;
10. Causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code; or
11. Causing, permitting, encouraging,

engaging in, or allowing a sexual performance by a child as defined by Section 43.25, Penal Code.

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

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concerns to the principal before making a report to the appropriate agency. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement duty to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited. Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological treating or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

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

The District has established a plan for addressing child sexual abuse, which may be accessed at http://pipeline/staff_annual_training/home_files/slide0001.htm. As an employee, it is important to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical

welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

Fraud and Financial Impropriety

Policy CAA

All employees are expected to act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

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

Conflict of Interest

Policy DBD

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

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

Gifts and Favors

Policy DBD

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

Nepotism

Policy DBE

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

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

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

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

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

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

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

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

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

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

Associations and Political Activities

Policy DGA

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

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

Safety

Policy CK Series

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

- Observe all safety rules.

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

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

Tobacco Use

Policies DH, FNCD, GKA

State law prohibits smoking or using tobacco products on all District-owned property and at all school related or school-sanctioned activities on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking or using tobacco products while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

An employee must notify the District's General Counsel within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, crimes involving school property or funds, crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that entitle any person to hold or obtain a position as educator, crimes that occur wholly or in part on school property or at a school-sponsored activity. This includes crimes involving moral turpitude which include, but are not limited to, the following:

- Dishonesty;
- Fraud;
- Deceit;
- Theft;
- Misrepresentation;
- Deliberate violence;

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

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors or call the FBISD Police Department immediately.

Visitors in the Workplace

Policy GKC

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

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

Copyrighted Materials

Policy EFE

Employees are expected to comply with copyright laws relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videos or DVD's are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Computer Use and Data Management

Policy CQ

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

Duplication of any software, except for backup and archival purposes, from any facility/campus in Fort Bend ISD's computer labs, classrooms, or offices is strictly prohibited.

Any employee found violating these laws or rules may be subject to civil and criminal penalties of \$250,000 and/or imprisonment and will be referred for disciplinary action. Suspected misuse of software should be reported to the campus administrator or campus Instructional Technology Specialist.

Employee Use of Electronic Media

Policies CQ, DH

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

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

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

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

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

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

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

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

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

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

The following shall apply:

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

Asbestos Management Plan Policy CKA

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

Pest Control Treatment Policies CLB, DI

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

Health Requirements and Services: Communicable Diseases Policies FFAD, FFAF

Chronic Reportable Diseases. Unless otherwise provided below, a student with a chronic reportable disease (Hansen’s disease, viral hepatitis type B, AIDS or HIV infection) shall be allowed to attend school in his or her usual instructional setting with the approval of his or her doctor. The school nurse shall function as the liaison with the student’s doctor and be the coordinator of services provided by other staff. (See FFA)

Confidentiality. Only those persons with a direct need to know, such as the principal or school nurse, will be informed of the condition of the student who has a chronic reportable disease. However, the parents of a minor student or an adult student may give written

authorization specifying other persons or positions to whom such information may be released. District personnel who have such knowledge shall be provided with information concerning any precautions that may be necessary and shall be advised of confidentiality requirements.

Risk of Transmission. The local health authority, in consultation with the school nurse and the student's doctor, shall determine whether a significant risk of transmitting a chronic reportable disease exists. If it is determined that a significant risk of transmission exists, the student may be temporarily removed from the classroom until one of the following events occurs:

1. An appropriate school program adjustment is made.
2. An appropriate alternative or special education program is established.
3. The local health authority determines that the significant risk has abated and the student can return to class.

Each removal of a student from school attendance under this circumstance shall be reviewed by the school nurse, the student's doctor, and the Fort Bend County Health Department at least once a month to determine whether the condition precipitating the removal has changed.

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

Referral To Special Programs. A student removed from the classroom under this policy may be referred to the ARD committee for assessment and a determination of eligibility for special education. A student determined to be ineligible for special education services may nevertheless be eligible for other special services as a student who has a disability under Section 504 of the Rehabilitation Act. Any decisions regarding restriction on school attendance, participation in school activities, and hygiene procedures shall be made by the ARD committee (in the case of a special education student) or a group of professionals who are knowledgeable about the student (in the case of a student who has a disability under Section 504). These committees shall consult the local health authority and the student's physician in making such decisions. They shall also consider the significant health risk posed to and by the student in determining an appropriate individualized education program or other services to be provided.

Diabetic Students. Texas law provides for students who have diabetes. It requires students, their parents and physicians to develop a diabetes management plan

and provide it to the school principal, school nurse, and all of the student's teachers. The school nurse may develop an individualized health plan for the student if the student will need care for diabetes while at school. At least one unlicensed diabetes care assistant must be trained on each campus where a student with diabetes is enrolled. School employees who transport/supervise the student during off-campus activity shall be provided a one-page information sheet for emergency care situations.

General Procedures

Bad Weather Closing

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

If weather permits, school closings will be posted as soon as possible on the Internet at: www.fortbendis.com, www.fortbendisnews.com and on www.school-closings.net. However, a loss of power in the Houston area could prevent internet communication. You may also call our main switchboard number at (281) 634-1000 to hear a recorded message.

The Chief Communications Officer or designee will make all contacts and statements to media representatives. When school is closed due to inclement weather or other conditions, employees are asked to listen to their radio or television for information about who is or who is not to report to work. Assistant Superintendents and appropriate Chiefs relay the directive to the appropriate administrators under their supervision, and in turn, each administrator notifies their respective staffs.

Emergencies

Policies CKC, CKD

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

All employees should be familiar with the safety procedures for responding to a medical emergency and evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are

located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

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

Personnel Records

Policy GBA

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

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

The choice to not allow public access to this information may be made at anytime by submitting a written request to Human Resources. Otherwise, personal information listed above will be released to the public.

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

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

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name. Name changes will not be completed without the presentation of a new social security card. The

home address, home telephone number, and emergency contact, must be changed in "My Self Serve" located on the Fort Bend ISD website under Employee Services, www.fortbend.k12.tx.us/eservices.cfm.

Use of School Facilities

Policies DGA, GKD

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

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

No activity shall be scheduled if it interferes with individual school operations or District scheduled activities, including facilities maintenance and/or repair projects.

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

Termination of Employment

Resignations

Policy DFE

Contract employees. Contract employees may resign without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to Human Resources with a copy to the supervisor. A voluntary resignation form is available on the Pipeline. Contract employees may resign at any other time only with the approval of the Superintendent or the Board. Resignation without consent may result in disciplinary

action by the State Board for Educator Certification (SBEC). The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board of Educator Certification*.

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

Non-Contract Employees

Policy DFE (LOCAL)

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

Dismissal or Non-Renewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF

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

Dismissal of Non-Contract Employees

Policy DCD

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

Exit Interviews and Procedures

Policy DC

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

Reports to the State Board for Educator Certification (SBEC)

Policy DF

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

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

Equal Educational Opportunities

Policies DIA, FB, FFH

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

If you suspect discrimination please contact the following:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Keith Kilgore, Athletics Director, at (281) 634-1901 or Rhonda McWilliams, Chief Human Resources Officer at (281) 634-1055.

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Bob Conlon, Director of Student Services, at (281) 634-1130.

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

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

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

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

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

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

APPENDIX

- A. COBRA (pp. 43-44)**
- B. Employee Acknowledgement Of The Alliance Direct Contracting Program (pg. 46)**
- C. Fort Bend ISD Crime Stoppers (pg. 46)**

COBRA

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

VERY IMPORTANT NOTICE

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

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

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

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

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

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

- The death of employee;

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

NOTIFICATION RESPONSIBILITIES

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

ELECTION PERIOD

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

MAXIMUM PERIOD OF CONTINUATION

In order to receive continuation coverage, you and/or your dependents must pay the required premium. The required premium may be paid in monthly installments. The first premium payment for the initial period of continuation coverage is payable **after 45 days after the day on which the election of continuation coverage is first made.** If you elect continuation coverage, you will be informed when the subsequent premium payments are due. Once you and/or your dependents have elected continuation coverage you have a 30-day grace period in which to pay subsequent premiums. Depending on the Qualifying Event, health benefits may be continued for the following maximum periods:

18 MONTHS

- Retirement;
- Termination of Employment; or
- Reduced Hours

36 MONTHS

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

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

SECOND QUALIFYING EVENT

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

QUALIFIED MEDICAL CHILD SUPPORT ORDERS (QMCSOS)

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

TERMINATION OF CONTINUATION COVERAGE

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

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

a **final** determination that you are no longer disabled.

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

**EMPLOYEE ACKNOWLEDGMENT OF THE ALLIANCE
DIRECT CONTRACTING PROGRAM**

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

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

Signature _____ Date / /

Printed Name _____

I live at: _____
 Street Address

 City State Zip Code

Name of Employer: _____

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

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

To be completed by the employer only

Please indicate whether this is the:
 Initial Employee Notification
 Injury Notification (Date of Injury: / /)

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

FORT BEND ISD CRIME STOPPERS

REPORT CRIME AT YOUR WORKPLACE:

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

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

All information received by Crime Stoppers is kept confidential.

To report a suspect crime committed on Fort Bend ISD property, while remaining anonymous, call Crime Stoppers:

(281) 491-TIPS

(281) 491-8477