

# **Pasadena Independent School District**

## **Employee Handbook 2015-2016**



Pasadena Independent School District

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## **Mission Statement**

The mission of Pasadena ISD, the gateway to unlimited opportunity for the youth of our culturally rich community, is to empower students to become accomplished, self-directed, and collaborative citizen-scholars who boldly contribute to an increasingly complex and evolving world by engaging in rigorous curriculum, relevant experiences, and positive relationships while embracing the uniqueness of each individual.

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## **Administration**

A listing of the members of the Pasadena ISD Administrative Team and their responsibilities is available at

<http://www1.pasadenaisd.org/education/components/scrapbook/default.php?sectiondetailid=9363> .

## **Annuities**

### **403(b) Tax Sheltered Annuities**

Pasadena ISD offers a voluntary 403(b) annuity retirement investment plan for all District Employees. Employee contributions are made with pretax dollars into an investment account of your choice from a certified list through Teacher Retirement System (TRS). A list of eligible companies can be found on the TRS website at [www.trs.state.tx.us](http://www.trs.state.tx.us). This program is permitted under Section 403(b) of the Internal Revenue Code.

Employees wishing to setup a 403(b) deduction through the district should contact JEM Resource Partners at (512) 795-8999 or (800) 943-9179 or go to their website at [www.jemtpa.com](http://www.jemtpa.com) for complete details.

### **457(b) Deferred Compensation Plan**

Pasadena ISD offers a voluntary 457(b) Deferred Compensation Plan for all District Employees. Your contributions are made on a pre-tax basis to allow you to save more dollars toward retirement. This plan can be used in conjunction with or in lieu of the 403(b) plan. This program is permitted under Section 457(b) of the Internal Revenue Code.

Pasadena ISD has adopted the 457 (b) Deferred Compensation Plan through ING Life Insurance and Annuity Company. The designated contact for this plan is Schamerhorn Financial Group. David Schamerhorn can be contacted at 281. 486.9700, [www.the457.com](http://www.the457.com).

## **Appliances**

- Personal Refrigerators
  - In an effort to be sensitive to personal needs and comfort and also reduce energy costs, the district allows individuals to have personal refrigerators. **With the permission of the campus administrator**, a person may have a small personal refrigerator if he/she purchases an energy permit. The permits will be on sale at the beginning of each school year and must be affixed to the **front top right hand corner of the door**. A district wide email will be sent out at the beginning of each school year with information about purchasing these permits.
- Electric Heaters
  - Electric heaters are NOT permitted anywhere in the district. They are strictly against the fire codes.

## **Assignments**

*See Policy Manual DK series*

All personnel are employed subject to assignment and reassignment. Initial assignments are made by the Associate Superintendent for Human Resources based on the needs of the schools and the district. Reassignments may be initiated by the employee, principal or the superintendent.

Supervising administrators are responsible for the assignment of personnel under their supervision. Principals are responsible for the assignment of teachers, clerical employees, custodians and cafeteria managers in their buildings. Employees will be consulted before their assignments are made.

**Teachers** and any employee on **Teacher Salary Schedule** may request a transfer to another position or location in the district for which the employee is qualified.

Steps to follow when a teacher or employee on Teacher Salary Schedule requests a transfer from one campus to another:

1. Update profile on Employee Space via Lawson.
2. Apply to position(s) for which they are certified and attach a resume.
3. Your Supervisor will receive an email when applying to other positions. This process only applies when a teacher, librarian, nurse, campus content specialist or peer facilitator requests a campus change.

This process is not applicable if the assignment results in a salary increase or promotion. The transfer process **MUST** be completed no later than five working days prior to the off duty date for elementary and intermediate school principals. The deadline may also be waived by the Associate Superintendent for Human Resources, in the case of compelling need, when both the sending and receiving principals request or initiate the transfer.

In-district transfers will not be honored after district-designated deadlines as stated in Pasadena ISD Regulation DK-R (local). This deadline shall not apply when a transfer is requested to a non-teaching position, a peer facilitator position, or one which would result in a promotion or advancement (i.e., salary increase) for the requesting teacher. This deadline may also be waived by the Associate Superintendent for Human Resources, in the case of compelling need, when both the sending and receiving principals request or initiate the transfer.

When a vacancy occurs, the principal will review requests at his/her school and may consider **teachers** requesting reassignment as well as new applicants. A request for reassignment does not guarantee an interview or a recommendation for a vacated position. It is, however, your opportunity to make your desires for reassignment known to a specific principal and to be given consideration for a vacated position. When reassignment is initiated by the superintendent, the employee will complete the contract period with no change in salary.

## **Awards and Recognition**

Pasadena ISD believes in recognizing its employees for their accomplishments and achievements. The district encourages teachers, administrators and schools to participate in state and national awards programs. Each year employees and schools receive recognition from outside agencies and organizations. In turn, they receive local recognition for the specific achievement. Among the formal district-wide recognition programs are the following:

- **Service Awards**

Each year the district honors individuals who have contributed many years of service with the Pasadena ISD school system. Employees celebrating 10, 15, 20, 25, 30, 35, and 40 years of service with the district receive an award. At 10 and 15 years the employee receives a lapel pin. At 20 + years the employee receives a choice of gift from a selection of offerings available in each anniversary bracket. An employee who has retired during the past year also receives special recognition. In order to be listed among the honorees during the recognition ceremony, retiring employees must have completed their required paper work by April 8, 2016. Employees who retire after that date will receive recognition the following year.

- **Board Recognition**

The district believes in giving regional, statewide or nationally recognized employees and students special recognition from the board. Recipients receive a certificate from the Board at the regularly scheduled meeting. In addition, portraits of these recipients are hung on the Pasadena ISD Wall of Honor located in the Administration Building.

- **Together We Can**

Together We Can is the opportunity for campuses and departments to recognize those employees who have gone the extra mile for service to students and/or staff. Nominations will be solicited via e-mail.

- **Other Recognition**

Pasadena ISD attempts to publicize and promote noteworthy achievements and program through news releases, publications and special events. Individuals should inform the superintendent's office of the achievement in order to receive recognition. Schools and employees are encouraged to "brag" about good things that happen.

## **Benefits**

### **Group Health Insurance**

Employees may select coverage from one of four plans. The district makes a significant contribution (\$245.00 per month, effective January 1, 2013) for each employee's health plan; the employee's cost depends on the plan he/she selects.

**Aetna:**

Four (4) health plans offered through Aetna are MED I - Choice POS II, MED II – Aetna HealthFund, MED IV – Aetna Select AHF-ACO, and MED V – Aetna Select AHF-HRA. All plans provide coverage for the employee and his/her family. The basic differences between the four plans are the premium, deductible, co- pays, and network of hospitals. You can view Aetna’s provider directory by going to [www.aetna.com](http://www.aetna.com).

**COBRA:**

The Consolidated Omnibus Reconciliation Act (COBRA) of 1985 entitles all covered participants to continue their health coverage for up to 18 months after terminating employment with the district. This option requires the employee, or the employee’s dependents, to pay both the employee’s and the district’s contribution for group premiums.

**Cancer Insurance:**

This plan is designed to offset what your medical insurance does not cover.

**Disability Insurance:**

This plan is designed to replace lost income due to a disabling illness or injury.

**Vision Insurance:**

This plan provides an eye exam, lenses, and frames every 12 months.

**Group Life Insurance:**

The district provides eligible employees with \$10,000 in life insurance. Additional coverage may be acquired through payroll deduction.

**Additional Life Insurance:**

Employees may purchase additional life insurance for themselves and / or their dependents.

- Group Term Life offers coverage up to five (5) times your annual salary not to exceed \$500,000.
- Fidelity is a plan for permanent life insurance.

**Dental Insurance:**

Two different dental plans are available to employees.

- The carrier offers two dental options, low or high, from which to choose. Both offer freedom of choice of dentists.

**Alternate Plan:**

The Alternate Plan is available to employees who are covered by a medical plan outside the district. The plan provides dental coverage, \$10,000 life insurance, and \$150 per day of hospital confinement.

**Sick Leave and Insurance:**

Full-time employees qualify for state personal leave days, consisting of a maximum of five (5) days per year with no limit on accumulation. State personal leave days can be used according to policy. In addition, Pasadena I.S.D. provides employees five (5) days of local sick leave for employees who work 181-199 days a year, six (6) days of local sick leave or employees who work 200-219 days a year, and seven (7) days of local sick leave or employees who work 220+ days a year.

**Sick Leave Bank:**

The Sick Leave Bank is a pool of sick days that has been established by employees who have made a one-time donation of three of their accumulated local sick leave. The Bank is available for members to draw up to thirty sick days per year in the unfortunate event that they experience a qualified critical illness or injury. (Immediate family illness or injury – employee is eligible for a maximum of fifteen sick days.)

The enrollment period for eligible employees to sign up for the Sick Leave Bank concludes September 30 of every school year. Eligibility requirements include:

1. Employee of the school district for one (1) year.
2. Employee who earns sick leave.
3. Employee must be willing to donate three (3) days of local sick leave to the Sick Leave Bank by September 30 of current school year.

**Flexible Spending Account:**

Although Premium Only Plan technically qualifies as “flexible benefits,” a broader application of Section 125 is for Flexible Spending Account (FSA.) Under an FSA, an employer could offer employee’s un-reimbursed medical expenses and / or dependent care expenses. With proper documentation, employees could be reimbursed with pre-taxed dollars for these costs from their FSA.

**Wellness Center**

**Location:** Frank Braden Center  
1850 East Sam Houston Pkwy. South  
Pasadena, Texas

**Hours:** Mondays, Wednesdays & Fridays 8a.m. - 4 p.m.  
Tuesday & Thursdays 1 p.m. - 8 p.m.  
Saturdays 8 a.m. - 1 p.m.

**Appointments:** Call 713-740-5300  
Walk-ins are welcome

**No Charge:** To Pasadena ISD employees and their dependents who are covered under one of the district’s medical plans.

Any questions may be directed to [Vonnie Conde](#) Employee Benefits Coordinator at 713.740.0121.

### **Communications**

One of the most important functions between a school district and its various audiences, especially employees, is communication. Pasadena ISD maintains an open door policy that seeks input and feedback from all of its employees to help meet the ever-changing needs of our students and community.

To achieve this goal, teachers and employees are encouraged to serve on various committees and groups in which recommendations are made on things such as textbooks and calendars. Teachers also influence educational decisions by working with principals and supervisors in developing curriculum and program improvements.

Because of the immediacy and availability of the Internet to employees, any staff member is encouraged to submit district-wide, non-campus-specific questions via e-mail to the Contact page of the Pasadena ISD website (<https://www1.pasadenaisd.org/contact>). Questions will be reviewed and answered appropriately.

In addition, the Pasadena ISD Communications Department periodically distributes news by email to district employees to provide employees with information. Employees may visit the [Family Update](#) page of the website to see condolence and congratulations messages from district employees.

### **Complaints and Grievances**

*See Policy DGBA series*

Employees are provided with an orderly process for the prompt and equitable resolution of complaints. Whenever feasible, complaints should be resolved at the lowest possible administrative level. A complaint under this policy includes grievances concerning an employee's wages, hours or conditions of work and specific allegations of discrimination in employment on the basis of gender (including allegations of sexual harassment), race, religion, national origin, age disability or on the basis of the employee's exercise of constitutional rights.

Complaints will be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of a complaint shall be paid by the party incurring them. In resolving complaints, time is of essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to district business days.

The appropriate administrator at each level shall respond to the employee within ten work days after receiving a response to appeal to the next level. Written complaints shall receive a written response. The employee has ten work days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit.

Employees shall be entitled to administrative review conferences as outlined in Level One and Level Two below and to informal presentation of the complaint to the Board as specified in the Level Three section, unless the board grants a hearing. If an employee alleges in writing specific facts that, if true, could constitute a violation of the employee's common law, statutory or constitutional rights, the superintendent or designee shall investigate the allegations. If the employee does not accept the superintendent's or designee's resolution at Level Two and requests a Board hearing, the superintendent shall schedule a hearing as specified in Level Three.

### **Level One**

An employee who has a complaint must file within seven days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

### **Level Two**

If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may make a written request, on a form provided by the district, to meet with the superintendent or designee. The meeting shall be held within ten business days after the superintendent or designee received the request to discuss the complaint.

### **Level Three**

If the outcome at Level Two is not to the employee's satisfaction, the employee must present the complaint to the Board of Trustees with ten business days after receipt of a response. The board shall designate a portion of its regular meeting to hear employee complaints; however, it shall not deliberate, discuss or decide with respect to any subjects not included in the written notice (posted agenda) for the meeting, other than to propose to place the matter on the agenda for a subsequent meeting. The lack of action by the board upholds the administrative decision at Level Two.

The board president may set reasonable time limits on complaint presentations. The board shall listen to the complaint, but is not required to take any action. Neither the board nor the administration shall unlawfully retaliate against, harass, coerce or intimidate any employee for bringing a complaint under district policy, or for cooperating or participating in any external investigations by federal or state oversight agency, including, but not limited to, the Texas Education Agency, U.S. Department of Education Office of Special Education Programs or Office for Civil Rights, and any other investigative or monitoring agencies or offices.

### **Contracts**

*See Policy Manual DCA, DCB, DF, DFAA, DFAB, DFBA, DFBB, DFD, DFE, DNB series*

Teachers, administrators and other full-time professional personnel (except paraprofessionals), who are required to hold a valid certificate or teaching permit, are employed by a written contract setting forth the terms and conditions of employment. Contracts for hiring or re-hiring administrators must be approved by the Board of

Trustees. All other personnel must be approved for hiring or re-hiring by the Superintendent.

All employees new to the district are given a one-year probationary contract regardless of experience. If the employee has served in public education for five of the eight years prior to employment with the district, he or she is eligible to be recommended for a one year term contract at the end of the probationary period.

Employees with less than five years experience may be eligible for two additional one-year contracts, for a maximum permissible probationary contract of three school years. A probationary contract period may be extended to a fourth consecutive probationary contract if, during the third year, the board determines that it is doubtful whether a term contract should be given. Term contracts continue to come up for renewal every year, regardless of the employee's length of service with the district.

An employee may be dismissed prior to the completion of his or her contract for good cause. Grounds for dismissal are listed in section DFBA (legal) and DFBB (local) of the Policy Manual. A probationary contract employee may be terminated at the end of the contract period if the Board determines that such termination will serve the best interests of the District.

### **Credit Union**

As an employee of Pasadena ISD, you can become a member-owner of Gulf Coast Educators Federal Credit Union, 5953 Fairmont Parkway, which was started by Pasadena ISD teachers in 1948. Gulf Coast Educators FCU offers a variety of financial services to district employees and their immediate families. Some of the programs available to credit union members include

- Early deposits of most payroll
- [Remote deposit](#) via mobile app
- [55,000 Surcharge free ATMs](#)
- [P2P payments](#) via text message
- Instantly issued & personalized [VISA Debit Cards](#)
- Online & Mobile Banking with free Bill Pay
- [Low rate car, personal & mortgage loans](#)
- Competitive savings products
- [Loans specifically designed for school employees](#)
- [Free checking](#)

For more information about the credit union visit the website at [www.gcefcu.org](http://www.gcefcu.org) or call 281.487.9333.

### **Crisis Information**

Preparation is the key to effective handling of any emergency situation. The district publishes an extensive Crisis Handbook that outlines possible responses to a variety of crisis situations. Every administrator should have a copy of this red manual, which is also available on the Pasadena ISD Intranet.

The Emergency Operations Plan is also available on the Intranet. Staff members will be notified by e-mail when changes or addition to the Crisis Handbook are on-line so that the hard copy of the manual can be updated. In addition, every classroom should contain a Flip Chart to provide steps that should be taken by classroom personnel during an emergency. Safety audits will be conducted at all locations in the district in an effort to identify ways we can constantly improve staff and student safety.

All staff members should take all drills seriously and react as though they are an actual incident. Staff input is also requested to improve current plans.

In case of a crisis, staff members should direct all media calls to the Superintendent's Office at 713.740.0247.

### **Curriculum & Instruction**

The goal of the Curriculum and Instruction Department is to enhance and improve every aspect of the instructional process by providing materials, instruction, and assistance for the educators and administrators of the Pasadena Independent School District.

The C&I department provides leadership, service and support for the development and implementation of research-based curriculum to ensure that all learners achieve at high levels. District Wide Instructional Specialists at all grade levels and in all content areas work to advance knowledge of, and professional practice in, teaching and learning.

For more information about C&I, visit

[http://www1.pasadenaisd.org/departments/departments\\_c- e/curriculum\\_instruction](http://www1.pasadenaisd.org/departments/departments_c-e/curriculum_instruction).

### **Direct Deposit**

Direct deposit is required for employment with Pasadena ISD. Your monies may be spread out and deposited into five different institutions. Doing so ensures against lost paychecks, eliminates the need to make special arrangements for summer checks and does away with waiting in long lines to deposit a check. To sign up for direct deposit, you can go on-line to Employee Self Service, pick up a form from payroll or download a form from [http://www.pasadenaisd.org/finance/Forms/Direct\\_Deposit.pdf](http://www.pasadenaisd.org/finance/Forms/Direct_Deposit.pdf).

### **District Education Committee (DEC)**

The District Education Committee (DEC) meets with the superintendent or the superintendent's designee to regularly discuss issues related to curriculum and instruction. The committee serves in an advisory capacity for budget, curriculum, staffing, school organization, district planning, and code of conduct. The committee completes needs assessments for staff development and approves district training. The committee is made up community members, parents, teachers, and administrators. Each campus has a teacher representative on the committee. These members provide communication between the district committee and the campus site based decision making committees. This is the principal group responsible for the development of the district improvement plan; just as the campus Site-Based Decision Making Committee is responsible for the campus plan.

## **Dress Policy**

*See policy DH*

The professional standard of dress requires that staff members should be readily distinguishable from students. Role modeling is a part of the employee's professional responsibilities. According to DH(LOCAL) 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 and approved by the Superintendent.

Employees shall be expected to abide by the dress and grooming standards specified for students in [FNCA](#) and the Student Code of Conduct.

Further dress code standards as set out in the Student Code of Conduct include the following:

- Articles of clothing, garments, makeup and accessories with inappropriate decorations or advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs or alcohol.
- The hem length of all skirts and/or jumpers must be no higher than 2 inches above the kneecap.
- Shirts and blouses must be buttoned within one button of the throat.
- Halter tops and shirts or blouses with plunging necklines are prohibited.
- All tattoos must be appropriately covered.
- Males are not permitted to wear earrings of any type. Employees are not permitted to wear other nontraditional piercings such as nose, lip, etc.

Further guidelines for School District employees:

- Male employees shall be allowed to wear a well-trimmed mustache and beard.
- Male employees shall wear collared dress shirts or collared polo shirts
- Employees may not wear tennis shoes, flip-flops, crocs or other casual footwear.
- Employees shall not be allowed to wear jeans or capris. Pants/slacks must be ankle length/full length. Gauchos are not allowed. Leggings/jeggings/tights, etc. are not allowed as pants.
- Jeans are to be worn on campus **ONLY** on Fridays with a spirit shirt. Spirit days for employees in any administration building or ancillary facility are limited to the first Friday of every month, unless an exception is granted by the Superintendent.
- When attending out-of-district functions, such as workshops, staff development, etc., all employees are to dress professionally, regardless of the day of the week.
- Male employees are not required to wear ties.
- Female employees are not required to wear hose.

### Exceptions

Dress requirements may be relaxed by the building administrator for field trips, for special designated days throughout the year (limited to once per month unless approved by the Superintendent or for campus-sponsored staff development programs on non-instructional days. On these days, tennis shoes and jeans may be allowed.

Only physical education personnel may wear shorts, and only in the performance of physical education/coaching responsibilities.

**Special permission to make alterations to the dress code will still be possible for religious, job-related and/or medical reasons.**

The supervisor should be addressed if there are any questions concerning dress code.

### **Emergency Closings**

When bad weather forces the closing of schools, the district notifies radio and television stations via School Alert (<http://school-alerts.com>). Local television and radio stations are asked to broadcast information **if the district is closing**. Every effort is made to notify the media before 5:30 a.m.

In addition, employees may call 713.740.0285 for Pasadena ISD weather information and an Express e-mail will be sent whenever possible. Employees may register for Remind to receive districtwide staff alerts by text. School closing information will also be posted on the Pasadena ISD website at [www.pasadenaisd.org](http://www.pasadenaisd.org). Principals and other administrators will also be contacted as early as possible to set campus phone trees into action.

For questions about emergency closings, contact [Renea Ivy](#) at 713.740.0247.

### **Employment**

*See Policy Series DAA, DAB (local), DBA (local), DC series*

The Board of Trustees uses the following criteria in its decisions regarding the hiring, dismissal, reassignment, promotion or demotion of district personnel:

- Academic or technical preparation
- Certification in Texas (or the eligibility for or progress toward certification)
- Experience
- Recommendations
- Evaluations and interview

The school district does not discriminate in its employment practices on the basis of race, color, disability, religion, sex, national origin or age. Employees may be classified as certified or non-certified. Certified personnel include teachers and most administrators. Non-certified include paraprofessionals, service workers, and other professionals.

For questions about employment, contact Associate Superintendent for Human Resources [Keith Palmer](#) at 713-740-0278.

### **Energy Management**

The district has the responsibility to ensure that every effort is made to conserve energy and natural resources as a component of sound financial management. The implementation of an Energy Management policy is the joint responsibility of the trustees, administration, teachers, students and support personnel, and its success is based on cooperation at all levels. To view the district regulations and discover the role you can play, visit [CL-R](#) in the District Regulation section on the district site.

For questions, contact [Keith Fornof](#) at 713-740-0089.

### **Evaluations**

Evaluation of employees is a continuous process using board-approved (and TEA, if applicable) criteria for objectively gathering, analyzing and interpreting evidence regarding the strengths and limitations of personnel in assigned positions. All Pasadena ISD employees are subject to annual evaluations.

### **Faculty Meetings**

Certified personnel are expected to attend faculty meetings called by their building principal. Principals will keep meetings to a minimum, but employees should realize that faculty meetings are vital for communication.

### **Health Exams**

*See policy DBB*

A medical examination may be required of any employee when, in the judgment of the immediate supervisor, after consultation with the Superintendent or designee, the employee's condition interferes with the ability to perform job-related functions or may pose a direct threat to the health or safety of the employee or others. The District may designate the physician to perform the examination and, in that case, shall pay the cost of the examination. If in the superintendent's discretion the circumstances so require, the employee may be placed on administrative leave with pay, pending the physician's report and the district's decision.

### **Insurance Benefits**

All District employees may participate in the District's health insurance benefits program provided they are eligible for benefits provided by the Texas Retirement System. Employees ineligible for benefits include:

1. Non Certified employees who work less than 15 hours per week, unless the individual is employed as a school bus driver for one or more TEA-approved routes.
2. Certified employees who work less than 20 hours per week.
3. All substitutes including those in long term, Board-approved positions.
4. Temporary workers who work less than 90 days per year.
5. Temporary workers who work irregular work schedules at various times during the year.

### **Cafeteria Benefits Plan**

The cafeteria plan allows employees to pay the portion of group benefits before federal income tax is deducted from their paychecks. In most cases, the employee's take-home pay increases because the taxable wages are reduced. Savings will depend on the employee's gross income and the amount deducted from his or her paycheck for various group benefits.

### **Internet Access**

*See Policy CQ*

Employees should adhere to all applicable policies governing acceptable Internet use. Access to the Internet should be for educational, instructional and research purposes only.

Before accessing the Internet, employees are required to sign the district's Acceptable Use Policy.

### **Leaves and Absences**

*See policy DEC series*

Full time employees are entitled to time off with or without pay according to district policy as outlined in Policy DEC.

### **Sick Leave**

The district provides local sick leave without the loss of pay or benefits to all full-time employees. Sick leave is advanced to all personnel at the beginning of each school year and is shown on the paycheck stub. Local sick leave is earned on the basis of an employee's number of assigned days on duty and is accumulated on an hourly basis.

An employee who begins work after September 1 is advanced eight hours of sick leave for each month of employment remaining in the school year. If an employee uses more sick leave than he or she has earned, the cost of the unearned sick leave will be deducted from the employee's paycheck after the end-of-year leave audit is complete. If an employee terminates in the middle of the year, his or her unearned sick leave pay is returned to the district. When an employee terminates and has used unearned sick leave, the amount will be deducted from the employee's final paycheck. If an employee uses more sick leave than he or she has earned, the cost of the unearned sick leave will be deducted from the employee's paycheck after the end of year leave audit is complete.

Full-time employees qualify for State Personal Leave Days, consisting of a maximum of five days per year with no limit on accumulation. Effective August 1995, state personal leave days can be used according to policy. Eligible employees earn personal leave at a rate of four hours for each 18 days of employment, not to exceed 40 hours in any one school year. Employees who work 181 to 199 days a year are entitled to a maximum of 40 hours of local sick leave; those who work 200 to 219 days receive 48 hours; and those who work 220 or more receive 56 hours.

### **Special Sick Leave Provisions**

Special provisions to the district sick leave policy are outlined in the Policy DEC and include:

- absence without loss of sick leave for an employee recovering from an injury sustained from an unprovoked attack while on duty.
- hardship extension when the employee has used all state and local sick leave.

### **Liability and Civil Immunity**

*See Policy CRB*

A professional school employee is not personally liable for acts done within the scope of employment that involve exercise of judgment or discretion, except in circumstances where, in disciplining a student, the employee uses excessive force or his or her negligence results in bodily injury to the student. The district shall purchase insurance as provided in CRD (LEGAL) to fund the cost of litigation to protect the District, its employees, and Trustees who are exposed to individual liability by virtue of their official duties. In addition, the District shall purchase insurance to protect the District and employees from liability under the Tort Claims Act. The district shall not pay damages

awarded against an employee that arise from a willful or wrongful act or omission constituting gross negligence or official misconduct. There is no immunity for personal liability in the use, operation or maintenance of a motor vehicle.

### **Library Services**

The Professional Library is located in Library Services, 1828 E. Sam Houston Parkway South. Hours of operation are 8:00 am to 4:30 pm, Monday through Friday (hours change during the summer.) Materials for educators about education are housed in the Professional Library and are available to all district personnel for checkout and in-house use. There are also, electronic resources that provide professional journals and professional e-books. Most e-books also may be downloaded into an MP3 for the audio format of the book. The library's catalog of materials is available on-line at <http://pisdlibrary.pasadenaisd.org>. Materials may be requested by email or phone and will be sent through district mail. The materials may usually be kept for as long as needed. If requested materials cannot be located, they can often be obtained for you in a timely manner. Computers are available in the library for research and access to all on-line resources.

For questions, please call 713-740-0150.

### **Mail**

The inter-office and inter-school mail service is available to district employees for internal communication on district-related business and for district-sanctioned organizations only. Items for distribution must be marked with the destination and the name of the recipient. Using the district mail service for personal distribution is a federal violation of U.S. Postal Regulations and may result in disciplinary action.

### **Map**

Pasadena ISD maintains a map of all its facilities at [http://www1.pasadenaisd.org/UserFiles/Servers/Server\\_80688/File/Calendars%20and%20Maps/DistrictMap\\_2015-16update7-1-15.pdf](http://www1.pasadenaisd.org/UserFiles/Servers/Server_80688/File/Calendars%20and%20Maps/DistrictMap_2015-16update7-1-15.pdf).

### **Media**

Principals are responsible for news media coverage of school activities and may choose to handle contacts with the news media directly or through the Communications Department. Teachers or employees who wish to publicize an activity should first receive clearance from the principal or building supervisor. The Communications Department will provide training for a campus media liaison on each campus during the fall to provide another way of providing better media coverage. Any information sent to the news media from the school should also be sent to the Associate Superintendent of Communications and Community Relations Renea Ivy.

Media calls should be referred to Renea Ivy at 713.740.0247 or 713.806.3233.

### **Mentor Program**

The Pasadena ISD New Teacher Induction and Mentoring Program is committed to supporting and developing its new teachers by providing high-quality guidance and

assistance through the vital contributions of talented and experienced educators who will serve as mentors so that the achievement and growth of all students are enhanced. New teachers will receive guidance from mentors and colleagues through a process of inquiry and reflection. Mentors will follow a structured process to provide new teachers with constructive feedback on their design and delivery of instruction, employing specific formative assessment documents to track new teacher progress and growth. It is the belief of the Pasadena ISD Mentoring Program that deep conversations about quality instruction will impact student achievement and both new and experienced teachers.

For more information about the Pasadena ISD Mentoring Program, contact [Diana Gomez](#).

### **Ordering Supplies**

No one is authorized to make purchases in the name of the district without approval from the Board of Trustees through the Business Office. No invoices will be paid for unauthorized purchases. Principals and supervisors are responsible for the proper preparation and routing of requisitions. Employees should confer with their immediate supervisors about any purchases involving district funds.

For more information, please contact the Business Office at 713-740-0023 or email [John Piscacek](#).

### **Payroll**

*See Policy CFE, CFEA, DEA series*

The Board of Trustees must approve the salaries of all personnel. The salary is public information and is published annually by the district. Employees are paid semi-monthly, on the 1st and 15th of the month. If the payday falls on a holiday/weekend, paychecks are issued on the first work day after the holiday/weekend. For salaried employees, the total annual salary is prorated over the entire year so that the annual pay is divided into 24 equal paychecks.

Paychecks are distributed via e-mail and ESS (Employee Self Service). Employees are required to have their paychecks deposited with their financial institution and must complete a form downloaded from the Payroll Department website or can be updated online through ESS. During the summer, paychecks for employees not on duty are distributed via e-mail and ESS. W-2 forms necessary for preparing income tax returns will be issued no later than January 31. They will be sent to school locations for all employees except substitute teachers and employees who have been terminated. For questions regarding payroll, contact [Sabrina Howe](#) at 713-740-0024.

For an explanation of the Pasadena ISD Paycheck go to [http://www.pasadenaisd.org/finance/paycheck\\_sample.htm](http://www.pasadenaisd.org/finance/paycheck_sample.htm).

**Payroll Deductions**

Employees must complete a payroll deduction authorization form at the time of enrollment in the insurance plans. To change any coverage or benefit, such as additions, deletions or cancellations, employees should contact the Benefits Office or Payroll. Involuntary and voluntary payroll deductions are deducted every payroll. Voluntary deductions are those the employee chooses to have taken from his or her check. They include:

Group Health Insurance	Professional organizational dues	Credit Union
Life insurance	Cancer Insurance	Vision Insurance
Disability Insurance	Dental Insurance	Texas Tomorrow Fund
United Way	Tax Sheltered Annuities	Houston Chronicle

Involuntary deductions are those required by federal or state law. They include:

Withholding Tax	Child Support=Misc. Fee A	Attorney Fee=Misc. Fee D
Medicare tax (1.45%)	IRS Levy=Misc. Fee B	Wage Return=Misc. Fee E
TRS Medical Insurance (.65%)	Bankruptcy=Misc. Fee C	Student Loan=Misc. Fee F
TRS Regular Insurance (6.4%)		Education Foundation
Deferred Compensation (7.5%)		

**Personnel Files**

The district shall maintain current and complete personnel records of all employees according to the Local Government Records Act. The Human Resources Office keeps a file on every employee during employment with the district and after separation as mandated by the Act. The file contains:

- Completed application
- Credentials (certificate or license)
- Service Record and any required documents
- Contract (professional personnel only)
- Evidence of educational attainment (Official Transcript)
- Employee status report
- Performance Evaluations and/or related materials
- Waiver of Confidentiality
- Employee Verification Document

With regard to public access to information in personnel records, custodians for such records shall adhere to the requirements of the Public Information Act.

### **Police Department**

The Pasadena ISD Police Department is staffed by top-quality, highly-trained officers who are licensed by TCLEOSE. Their objectives are to uphold and enforce the laws of our land without passion or prejudice, protect lives and property, preserve the peace, deter unlawful acts, apprehend offenders, and ensure a positive learning environment that is free of crime, violence and intimidation.

### **Publications – News Sources**

The district produces several publications which serve as tools of information about student achievement, programs and people of Pasadena ISD. *Xpress* is an electronic employee newsletter distributed bimonthly or more often to communicate important information for employees. In addition, Express e-mails will distribute district level information essential for all employees. Employees will also receive a *Board Report* following regular school board meetings. The Communications Department posts up-to-date information and urgent news on the district website, [Facebook](#) and [Twitter](#).

*Pinnacle* is the district's newsletter which is printed at least twice each year to highlight school activities, student and staff achievements and district news. It is distributed to community members, school faculty and staff, business partners and state and local officials. *Partners In Pasadena* is published three times a year to highlight business and community partners and volunteer opportunities. All of these publications are available at <http://pasadena.tx.schoolwebpages.com/education/school/school.php?sectionid=1165> .

The district also maintains its website at [www.pasadenaisd.org](http://www.pasadenaisd.org) which offers a wide range of information about the district and each school campus.

### **Public Information Requests**

Under the Texas Public Information Act, school districts are required to provide certain information as requested in writing. The district cannot ask why the information is being requested nor can it withhold information unless the Attorney General approves the denial of information. A request form is conveniently located on the district website:

[http://www1.pasadenaisd.org/UserFiles/Servers/Server\\_80688/File/31st/RequestPublicInfo.pdf](http://www1.pasadenaisd.org/UserFiles/Servers/Server_80688/File/31st/RequestPublicInfo.pdf).

### **Public Relations**

Pasadena ISD is committed to maintaining good community relations by keeping the public informed about its schools and activities. Every board member and employee carries the responsibility for promoting positive public relations and marketing of the school district and its programs. An employee's approach to every student, parent, colleague and patron reflects on the district. Every effort should be made to make that reflection a positive one.

### **Requesting a Substitute**

Teachers are expected to create an absence as soon as possible utilizing SmartFindExpress via telephone 713-472-1563 or Internet at <https://sems.pasadenaisd.org/logOnInitAction.do>. Instructions for the system on-line, <http://www1.pasadenaisd.org/common/pages/DisplayFile.aspx?itemId=1718123>. When newly hired substitutes attend the orientation session for substitute performance expectations, the instructions for using the automated systems are covered.

### **Resignations**

*See policy DFE(legal) and DFE(local)*

All employees must submit a letter of resignation to their principal or immediate supervisor and to the Human Resources Office when terminating employment with the district. The supervisor conducts an exit interview for the resigning employee. The exit interview is then sent to the Human Resources Office, where it becomes a permanent part of the employee's personnel file. The exit interview is required, regardless of the reason for termination. Employees must return all keys, identification tags and other district property to the supervising administrator at the time of the exit interview.

### **Safe Work Practices**

In fulfilling its educational mission, the Pasadena Independent School District has a commitment to the employees and students of the district to provide a safe and healthful workplace, free of recognized hazards to the greatest degree possible.

PISD is committed to the protection of its resources, including both employee and physical assets, against the human distress and financial costs resulting from accidental losses.

Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions, and for implementing practices for the prevention of all accidents.

Each employee, regardless of his or her position within the district, shall cooperate in every respect with the District's safety and loss control program. Some of the major points of the District's program are as follows:

- Employees must follow recognized safe work practices as a condition of employment within the district. Failure to follow this stated policy will be cause for disciplinary action.
- All employees and students, where required, will wear personal protective equipment. There will be no exception to this requirement.
- Hazardous conditions and other safety concerns must be reported to the responsible supervisor immediately.
- A Safety Appraisal must be part of each employee's annual evaluation and be maintained at each employee's job location.

Each District employee has the responsibility for his or her own safety, as well as the safety of fellow employees. Employees must become familiar with the potential hazards of their jobs and do what is necessary to ensure their safety. By this means, our District can achieve the safe working conditions deserved by all its employees.

Because the district has a commitment to employee safety, all employees are also asked to sign a safe work practice agreement that includes the following:

- I will come to work mentally alert and physically able to perform all job duties.
- I will exercise extreme caution when it is absolutely necessary to walk on a wet or cluttered surface.
- I will not climb unless I am using a ladder or other appropriate equipment specifically designed for that purpose.
- I will not lift any load unless I know it can be done safely.
- I will immediately report all unsafe conditions to my supervisor.
- If required, I will wear personal protective equipment.

For questions concerning safe work practices, contact [Monica de la Portilla](#) at 713-740-0257.

### **Salaries**

*See Payroll also*

For more information on [Salary Schedules](#) visit the Pasadena ISD website.

### **School Board Information**

Citizens elect the Board of Trustees to be legally responsible for the education of the district's children. Trustees make all major decisions regarding school policy, expenditures and building programs. It is the board's responsibility to provide tax monies for maintenance and operation of the schools. The board also appoints the superintendent as its chief executive officer. Citizens elect each of the seven members in general elections. Candidates must reside in the district and be qualified to vote. They can hold a position for an unlimited number of terms. The board elects officers annually at the first regular meeting following the election. Officers include president, vice president, secretary and assistant secretary.

Trustees receive their agendas and related materials several days before the meetings. Included are staff reports, background data, financial information and other relevant materials. Trustees meet in the Board Room of the Administration Building at 1515 Cherrybrook, at 7 p.m., generally on the fourth Tuesday of every month. The board may call special meetings when necessary. Agendas are posted at the Administration Building 72 hours before a regular meeting and at least two hours before an emergency meeting. The news media are notified of every meeting.

All meetings are open to the public and are subject to Texas Open Meetings Act which permits a governmental body to go into executive or closed session only to consider property acquisition, personnel matters, student discipline hearings, security matters or consultation with attorneys. The board may take no final action nor make any decision or vote in a closed session. A majority of the board constitutes a quorum for business purposes.

Those wishing to speak before the board should sign the roster at the table near the front of the Board Room prior to the meeting. Speakers have five minutes and only one representative of a group may speak on the same subject; however, the board cannot take action on any topic that is not listed for action on the posted agenda. An employee, or any citizen, desiring board action should notify the board's recording secretary ([Hope Perkins](#)

at 713-740-0243) in writing for consideration at least six days prior to the meeting although it is not required.

A listing of the members of the Pasadena ISD School Board, a copy of board meeting agendas, and other information is available on-line at [http://www1.pasadenaisd.org/school\\_board/calendars\\_agendas/](http://www1.pasadenaisd.org/school_board/calendars_agendas/).

### **School Board Members**

Mariselle Quijano, President  
Vickie Morgan, Vice-President  
Fred Roberts, Secretary  
Marshall Kendrick, Assistant Secretary  
Jack Bailey, Member  
Nelda Sullivan, Member  
Kenny Fernandez, Member

For more information about the Pasadena ISD Board of Trustees, visit the district website at [http://www1.pasadenaisd.org/school\\_board/board\\_members/](http://www1.pasadenaisd.org/school_board/board_members/).

### **School Board Policy**

All policies of the Pasadena ISD School Board are located on-line and may be accessed through the district website at <http://pol.tasb.org/Home/Index/597>.

### **Sexual Harassment**

*See policy series DH, DIA, FNC, FFH*

The district will not tolerate any instance of sexual harassment in the workplace among employees or students. All violations of the district's sexual harassment policies are considered serious. All sexual harassment allegations must be reported to the principal, the employee's supervisor, the appropriate associate superintendent or to the district's Title IX Coordinator. Every effort is made to protect the rights of all employees involved in the complaint. The district's Title IX Coordinator is Renea Ivy, (713-740-0248).

### **Smoking Policy**

*See policy series DH and GKA*

Under provisions of Senate Bill 1 passed by the Texas Legislature in 1995, there is no smoking in any district facility or vehicle, or any district-owned property or during any school-sponsored event.

### **Staff Development**

The Pasadena Independent School District recognizes that quality staff development is the key to long-lasting school improvement. It is the district's belief that everyone should be a lifelong learner, and that means not only students but the adults in our school community as well. Because of that belief, the district provides a comprehensive staff development program for its employees. Staff development programs include workshops, study groups, peer observation, coaching, on-line sessions and job imbedded staff development. The goal of the PISD Staff Development program is to increase the probability of student and employee success in an ever-changing world. For more information please go to <http://www1.pasadenaisd.org/cms/one.aspx?objectId=261922>.

### **State Board for Educator Certification**

Certification by Examination allows teachers with valid classroom teaching certificates and a bachelor's degree to qualify for additional certification in a subject or level not covered by their existing certificate. The State Board for Educator Certification has approved the Certification by Examination program. Applicants interested in receiving Certification by Examination must pass the appropriate EXCET test in the subject sought for additional certification, complete a one-year internship and apply to the State Board for Educator Certification for additional certification. Information on additional requirements and exemptions is available through Human Resources and the SBEC web site.

### **Student Harassment - Bullying**

*See policy FFI*

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. Any district employee who suspects or receives notice that a student or group of students has or may have experienced bullying is obligated to notify the principal or designee.

### **Suspension and Dismissal**

*See policy DFBA, DFAB, DFBB series*

District employees may be suspended or dismissed according to guidelines established by the State Board of Education and local policy. A certified employee may be dismissed prior to the completion of the term of his or her contract for good cause. Before any term contract employee is dismissed for good cause, the employee shall be given reasonable notice in writing of the charges against him or her and an explanation of the district's evidence, set out in sufficient detail to fairly enable the employee to show any error that may exist. If a term contract employee desires a hearing before an independent hearing examiner, the employee must file a written request with the commissioner no later than the 15<sup>th</sup> day after the date the employee receives notice of the proposed termination or suspension without pay. The term contract employee must provide the district with a copy of the request.

### **Teacher Retirement System**

For information about TRS please visit the website at <http://www.trs.state.tx.us/> or call 1-800-223-8778.

### **Transfers**

*See policy DK-R*

**Teachers** and any employee on **Teacher Salary Schedule** may request a transfer to another position or location in the district for which the employee is qualified.

Steps to follow when a teacher or employee on Teacher Salary Schedule requests a transfer from one campus to another:

1. Complete the application on Talent Ed
2. Apply to position(s) for which they are certified and attach a resume.

3. Your supervisor will not receive notification of the transfer unless the supervisor is used as a reference. This process only applies when a teacher, librarian, nurse, campus content specialist or peer facilitator requests a campus change.

This process is not applicable if the assignment results in a salary increase or promotion. The transfer process **MUST** be completed no later than five working days prior to the off duty date for elementary and intermediate school principals. The deadline may also be waived by the Associate Superintendent for Human Resources, in the case of compelling need, when both the sending and receiving principals request or initiate the transfer. In-district transfers will not be honored after district-designated deadlines.

### **Using School Equipment and Supplies**

School equipment and supplies may be used for school-related business only. Employees wanting to use school equipment off campus must complete an Equipment Use Agreement form available in their principal's office. The agreement states that employees may check out equipment if it will improve the employee's job skills or ultimately benefit the students. The type of equipment to be loaned will be at the discretion of the principal. The employee borrowing the equipment is liable for any loss or damage.

### **Using a Vehicle for District Business**

*See policy series CRB*

An employee who drives a vehicle on district business must have a valid Texas driver's license and be able to meet state laws regarding automobile liability. If an accident occurs while driving a motor vehicle on district business, the employee must report the accident to the business office within 72 hours after the occurrence.

### **Vacation/Non-Duty Days**

*See policy series DED*

All persons employed by the District in a 12-month position prior to August 1, 1998, and who remain in a 12-month position, shall receive paid vacation based on schedules as stated in DED(local).

On and after August 1, 1998, all persons hired into a 12-month position, and any employee promoted, transferred or reassigned into such a position from less than a 12-month position, shall not receive paid vacation. Such persons shall be employed on a 240-day calendar, 10 of which days may be used as non-duty days. Non-duty days cannot be carried over to any succeeding year, nor can they be cashed out, at anytime.

The Pasadena Independent School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment matters, in its admissions policies, or by excluding from participation in, denying access to, or denying the benefits of district services, academic and/or vocational and technology programs, or activities as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the First Amendment of the United States Constitution, the Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act.

For information about **Title IX rights**, contact the Title IX Coordinator, [Renea Ivy](#), Associate Superintendent for Communications and Community Relations, 1515 Cherrybrook, Pasadena, Texas 77502; 713- 740-0247. For information about **Section 504/ADA rights**, contact the Section 504/ADA Coordinator, Jeanne Nelson, Coordinator for Dyslexia, 1515 Cherrybrook, Pasadena, Texas 77502; 713- 740-0067.

Updated 08.04.15