

# **BRADY ISD**

## **2023–2024 Employee Handbook**

If you have difficulty accessing the information in this document because of a disability, please  
e-mail [tlawrence@bradyisd.org](mailto:tlawrence@bradyisd.org).



# Table of Contents

<b>Employee Handbook Receipt .....</b>	<b>6</b>
<b>Introduction .....</b>	<b>11</b>
<b>District Information .....</b>	<b>11</b>
Vision Statement .....	11
Mission Statement, Goals, and Objectives.....	11
Brady ISD Board Goals .....	13
Board of Trustees .....	13
Board Meeting Schedule .....	14
Administration .....	14
Brady ISD Organizational Chart .....	15
School Calendar .....	16
Helpful Contacts .....	17
School Directory .....	17
<b>Employment .....</b>	<b>18</b>
Equal Employment Opportunity.....	18
Job Vacancy Announcements.....	19
Employment after Retirement .....	19
Contract and Noncontract Employment .....	19
Certification and Licenses.....	20
Recertification of Employment Authorization .....	20
Searches and Alcohol and Drug Testing .....	20
Health Safety Training .....	21
Reassignments and Transfers.....	22
Workload and Work Schedules .....	22
Breaks for Expression of Breast Milk.....	23
Pregnant Workers Fairness Act .....	23
Notification to Parents Regarding Qualifications .....	23
Outside Employment and Tutoring .....	24
Performance Evaluation .....	24
Employee Involvement.....	24
Staff Development.....	25
<b>Compensation and Benefits .....</b>	<b>25</b>
Salaries, Wages, and Stipends .....	25
Payroll Monthly Cut Off Dates.....	26
Paychecks.....	26
Food Service Time Sheet .....	27
Maintenance Time Sheet.....	28
Automatic Payroll Deposit.....	29
Payroll Deductions.....	29

Overpayments .....	29
Overtime Compensation .....	30
Travel Procedures .....	30
Travel Expense Reimbursement .....	32
Travel Charge Back .....	32
Traveling Expenses Using Credit Cards.....	32
Meal Vouchers .....	33
Meal Receipts and Sales Tax.....	33
Employee Meal Reimbursement .....	33
Use of School Vehicles .....	34
Summer Vehicle Use.....	34
Personal Vehicle Use .....	34
Lodging .....	34
Health, Dental, and Life Insurance .....	35
Supplemental Insurance Benefits.....	35
Cafeteria Plan Benefits (Section 125) .....	35
Workers' Compensation Insurance .....	38
Unemployment Compensation Insurance .....	39
Teacher Retirement .....	39
<b>Leaves and Absences .....</b>	<b>39</b>
Personal Leave .....	42
State Sick Leave .....	43
Local Leave.....	43
Early Release Absence .....	43
Sick Leave Bank.....	43
Family and Medical Leave Act (FMLA)—General Provisions.....	46
Local Procedures for Implementing Family and Medical Leave Provisions .....	49
Temporary Disability Leave .....	50
Workers' Compensation Benefits.....	51
Assault Leave .....	51
Jury Duty .....	51
Compliance with a Subpoena .....	52
Truancy Court Appearances .....	52
Religious Observance .....	52
Military Leave .....	52
Absence Procedures .....	53
<b>Complaints and Grievances .....</b>	<b>53</b>
<b>Employee Conduct and Welfare .....</b>	<b>54</b>
Standards of Conduct .....	54
Discrimination, Harassment, and Retaliation.....	58
Harassment of Students .....	58
Reporting Suspected Child Abuse .....	58

Sexual Abuse and Maltreatment of Children .....	59
Reporting Crime.....	60
Scope and Sequence.....	60
Technology Resources .....	60
Personal Use of Electronic Communications.....	61
Electronic Communications between Employees, Students, and Parents .....	62
Personal Use of Telephone, Cell Phone, and E-mail .....	65
Personal Use of Copiers.....	65
Public Information on Private Devices .....	65
Criminal History Background Checks.....	66
Employee Arrests and Convictions .....	66
Alcohol and Drug-Abuse Prevention .....	68
Tobacco Products and E-Cigarette Use .....	68
Fraud and Financial Impropriety .....	68
Conflict of Interest.....	69
Gifts and Favors .....	70
Copyrighted Materials .....	70
Associations and Political Activities.....	70
Charitable Contributions .....	71
Safety and Security .....	71
Possession of Firearms and Weapons .....	72
Visitors in the Workplace .....	72
Asbestos Management Plan .....	72
Pest Control Treatment .....	72
Use of School Equipment .....	73
Long Term Lease Purchase .....	73
Clothing Purchased by the District .....	73
Teacher/Staff Dress Policy.....	74
<b>General Procedures .....</b>	<b>74</b>
Emergency School Closing .....	74
Emergencies .....	75
Capital Assets and Inventory .....	75
Purchasing Procedures .....	75
Credit Card or Charge Account Purchases.....	77
Procedures for Returning Merchandise .....	77
Procedures for Donations to BISD .....	78
Name and Address Changes .....	78
Personnel Records.....	78
Facility Use.....	79
Campus Fundraisers Guideline .....	79
<b>School Nutrition.....</b>	<b>79</b>
<b>Termination of Employment .....</b>	<b>80</b>

Resignations.....	80
Dismissal or Nonrenewal of Contract Employees .....	81
Dismissal of Noncontract Employees .....	81
Discharge of Convicted Employees .....	82
Exit Interviews and Procedures .....	82
Reports to Texas Education Agency .....	82
Reports Concerning Court-Ordered Withholding .....	83
<b>Student Issues .....</b>	<b>84</b>
Equal Educational Opportunities.....	84
Student Records .....	84
Parent and Student Complaints .....	84
Administering Medication to Students .....	85
Dietary Supplements .....	85
Psychotropic Drugs .....	85
Student Conduct and Discipline .....	86
Student Attendance.....	86
Bullying .....	86
Hazing .....	90
<b>SAFETY POLICIES AND PROCEDURES.....</b>	<b>90</b>

# Employee Handbook Receipt

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Brady ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. In order to access the handbook in electronic form please go to website [www.bradyisd.org](http://www.bradyisd.org) and look under tab "FOR STAFF". Scroll down and click on "EMPLOYEE HANDBOOK".

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- ☐ I choose to receive a hard copy of the employee handbook and understand I am required to contact Teresa Lawrence to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. 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 of any for contacting my supervisor or the Administration Office if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to Teresa Lawrence, Administration Office.

# Acknowledgement of Electronic Distribution of Policies

Retain this page for your records

I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access at <http://pol.tasb.org/Home/Index/855> the Board policies regarding employment as required under Education Code 21.204(d) and the Board policies regarding student discipline as required under Education Code 37.018.

Board policies regarding employment include (LEGAL) and (LOCAL) policies and exhibits found at the following codes in the local policy manual:

DAA	Equal employment opportunity
DAB	Genetic nondiscrimination
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC	Employment practices
DCB	Term contracts
DEA series	Salaries and wages; incentives and stipends
DEC series	Leaves and absences
DF	Termination of employment
DFAC	Return to probationary status
DFB series	Termination of term contracts
DFD	Hearings before hearing examiner
DFE	Resignation
DFF	Reduction in force
DFFA	Reduction in force-Financial exigency
DFFB	Reduction in force-Program change
DG	Employee rights and privileges

DGBA	Employee complaints/grievances
DH	Employee standards of conduct
DHE	Searches and alcohol/drug testing
DI	Employee welfare
DIA	Freedom from discrimination, harassment and retaliation
DK	Assignment and schedules
DN series	Performance appraisal
FFH	Student Welfare-Freedom from discrimination, harassment, and retaliation
FFI	Student Welfare-Freedom from Bullying
FO	Student Discipline

Additional important Board policies and related administrative procedures can be found at the following codes:

BQ	District-and Campus Level Planning
CQ	District computers and electronic communications
DEE	Requirements for expense reimbursement
DMD	Attendance at professional meetings on school time
EIA	Grading standards and grade reporting
FFAC	Providing medical treatment or medication to students
FFG	Mandated reporting of child abuse and neglect
FNC series	Student Conduct
GBA series	Confidentiality of personnel records: public and nonpublic information
GRA	Interaction of police and child protective services with students on campus

I have chosen to:

\_\_\_\_\_ Accept responsibility for accessing the policies through an accessible District computer and printer.

\_\_\_\_\_ Receive a paper copy of the policies.

I have been trained to access these policies from the District's Web page and understand that if I have any questions regarding these policies, I should direct those questions to:

Christy Finn, Principal – Brady Elementary 597-2590

Terry Cantwell, Principal – Brady Middle School 597-8110

Lori Holubec, Principal – Brady High School 597-2491

Adriana Flores, Food Service Director 597-2529

Oscar Corralejo, Maintenance Director 597-1903

Mike Hagan, Transportation Director 597-1903

Employee Name \_\_\_\_\_  
(Please Print)

Employee Signature \_\_\_\_\_

Campus \_\_\_\_\_

Date \_\_\_\_\_

## **Pest Management Policy for Staff & Teachers**

This District prohibits the possession, storing or application of any kind of pesticide on school premises, or as part of any of the District's activities, by unauthorized personnel.

A pesticide is defined as a substance or mixture of substances intended for destroying, repelling or mitigating any pest. (This includes items like glue boards, fly boards, fly traps and cans of household insecticides.) A pest is any living thing that exists where it is not wanted. [As defined by the School IPM Regulation]

If you would like a copy of the District's IPM policy statement, this can be found in the Superintendent's office or with the District's IPM Coordinator. Oscar Corralejo.

Employees who violate this prohibition shall be subject to disciplinary sanctions.

I understand I may request a hardcopy of the local Pest Management Policy (CLB Local) or I may access it on the District website [www.bradyisd.org](http://www.bradyisd.org).

---

Employee Name Printed

---

Employee Signature

---

Date

# Introduction

The purpose of this handbook is to provide information that will help with 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 to this handbook are welcome and may be sent to the Administration Office.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These 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 at <http://pol.tasb.org/Home/Index/855>.

## District Information

Brady Independent School District is located in central Texas, not far from the “Heart of Texas”, in the town of Brady. The district covers 643 square miles in McCulloch and Concho Counties. The town of Brady revolves around the school.

The enrollment at the end of the 2022-2023 school year was 94 students.

## Vision Statement

The vision of Brady Independent School District is to provide each student a diverse education that promotes self-discipline, motivation, and excellence in learning within a secure and positive environment.

## Mission Statement, Goals, and Objectives

### *Policy AE*

The educational system is responsible for preparing its students to live and work in a changing society. To be successful in this endeavor, the district must:

- Prepare students to be lifelong learners;
- Provide students with a balanced curriculum;
- Assist students in developing citizenship and economic responsibility;
- Develop students’ appreciation of their American heritage and its multicultural richness;
- Assist students in developing positive attitudes toward education and its importance to their future.

The district is committed to:

- Provide instruction at the highest level of quality;
- Provide the resources necessary for quality programs;
- Account for results of its programs.

**The Brady Independent School District believes that all children can learn the necessary skills to be independent, productive citizens.**

**OBJECTIVE 1:** Parents will be full partners with educator in the education of their children.

**OBJECTIVE 2:** Students will be encouraged and challenged to meet their full educational potential.

**OBJECTIVE 3:** Through enhanced dropout prevention efforts, all students will remain in school until they obtain a high school diploma.

**OBJECTIVE 4:** A well-balanced and appropriate curriculum will be provided to all students.

**OBJECTIVE 5:** Qualified and highly effective personnel will be recruited, developed, and retained.

**OBJECTIVE 6:** The state's students will demonstrate exemplary performance in comparison to national and international standards.

**OBJECTIVE 7:** School districts will maintain a safe and disciplined environment conducive to student learning.

**OBJECTIVE 8:** Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improving student learning.

**OBJECTIVE 9:** Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

**GOAL 1:** The students in the public education system will demonstrate exemplary performance in the reading and writing of the English language.

**GOAL 2:** The students in the public education system will demonstrate exemplary performance in the understanding of mathematics.

**GOAL 3:** The students in the public education system will demonstrate exemplary performance in the understanding of science.

**GOAL 4:** The students in the public education system will demonstrate exemplary performance in the understanding of social studies.

## **Brady ISD Board Goals**

### **2017-2022**

By 2022 Brady ISD as a team will:

1. The percentage of students in grades K-2 who are reading on or above grade level on multiple measures will increase from 64.8% to 95% by the end of the school year 2022.
2. All students 3-8 will increase their STAAR scores by at least 10% from their previous year's test score for each test taken.
3. The percentage of Brady High School students passing all EOC test will increase from 71% to 90% by 2022.
4. The percentage of Brady High School students participating in AP and/or Dual Credit Courses will increase from 10% to 25% by 2022.
5. The percentage of staff/teacher/administrator's retention rate will increase from 75% to 95% by 2022.

## **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. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected in single member districts and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Channing Booker, SMD 1
- William Enger, SMD 2
- Reed Williams, SMD 3
- Eric Bierman, SMD 4
- Cayce Raybion, SMD 5
- Connie Locklear, SMD 6
- Colby Huffman, SMD 7

The board usually meets the third Monday of each month at the Administration Office, 1003 W. 11<sup>th</sup> beginning at 6:00 pm. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Administration Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

## **Board Meeting Schedule**

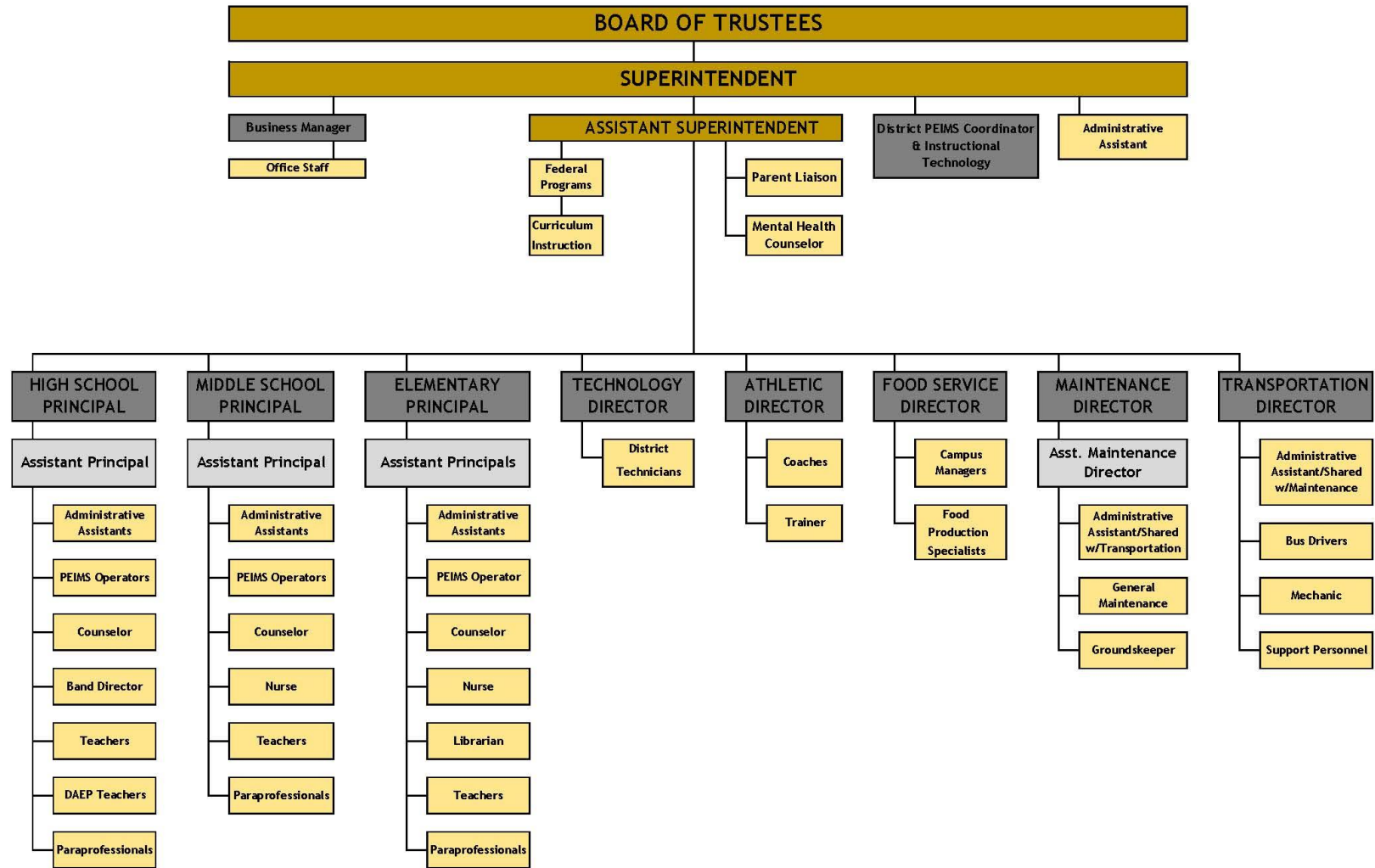
September 18, 2023	January 15, 2024	May 20, 2024
October 16, 2023	February 19, 2024	June 17, 2024
November 20, 2023	March 18, 2024	July 15, 2024
December 18, 2023	April 15, 2024	August 19, 2024

## **Administration**

<b>Superintendent</b>	Dr. Hector Martinez
<b>Assistant Superintendent</b>	Richard Sweaney
<b>High School Principal</b>	Lori Holubec
<b>Middle School Principal</b>	Terry Cantwell
<b>Elementary Principal</b>	Christy Finn
<b>Athletic Director</b>	C J. Villegas
<b>Maintenance Director</b>	Oscar Corralejo
<b>Technology Director</b>	Greg Smith
<b>Transportation Director</b>	Mike Hagan
<b>Custodial Services</b>	Mike Wallace
<b>Food Services</b>	Adriana Flores

# Brady ISD Organizational Chart

## Brady ISD Organizational Chart



# School Calendar



**Brady**  
Independent School District

Start Time 7:50 AM  
End Time 3:40 PM

**BOARD ADOPTED 5-15-2023**

## 2023

## 2024

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	NT	5
6	PD	PD	PD	PD	PD	12
13	WD	WD	16	17	18	19
20	21	22	23	24	25	26
27	F	29	30	31		
SEPTEMBER 2023						
S	M	T	W	T	F	S
						1 2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	F	19	20	21	22	23
24	25	26	27	28	29	30
OCTOBER 2023						
S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	F	17	18	19	20	21
22	23	24	25	26	27	28
29	H	31				
NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	PD	7	8	9	10	11
12	13	14	15	16	17	18
19	H	H	H	H	H	25
26	27	28	29	30		
DECEMBER 2023						
S	M	T	W	T	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	H	23
24	H	H	H	H	H	30
31						

JANUARY 2024						
S	M	T	W	T	F	S
	H	H	H	H	WD	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
FEBRUARY 2024						
S	M	T	W	T	F	S
				1	PD	3
4	5	6	7	8	9	10
11	12	13	14	15	F	17
18	19	20	21	22	23	24
25	26	27	28	29		
MARCH 2024						
S	M	T	W	T	F	S
					F	2
3	4	5	6	7	8	9
10	H	H	H	H	H	16
17	18	19	20	21	22	23
24	25	26	27	28	H	30
31						
APRIL 2024						
S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	F	11
12	13	14	15	16	17	18
19	20	21	22	23	F	25
26	H	28	29	30	WD	
JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

AUGUST	4	New Teacher Training
	7-11	Staff Professional Development (Inservice)
	14-15	Staff Workday
	16	First Day of School
	28	Teacher Flex Days/Student Holiday
SEPTEMBER	4	Labor Day
	18	Teacher Flex Days/Student Holiday
OCTOBER	2	Staff and Student School Holiday
	16	Teacher Flex Days/Student Holiday
	30	Staff and Student School Holiday
NOVEMBER	6	Staff Professional Development Day
	20-24	Thanksgiving
DECEMBER	1	Stock Show-Holiday
	22-29	Christmas Holiday
JANUARY	1-4	New Years
	5	Staff Workday
	15	Martin Luther King Day
FEBRUARY	2	Staff Professional Development Day
	16	Teacher Flex Days/Student Holiday
MARCH	1	Teacher Flex Days/Student Holiday
	11-15	Spring Break
	29	Good Friday
APRIL	1	Staff and Student School Holiday
MAY	10	Teacher Flex Days/Student Holiday
	24	Teacher Flex Days/Student Holiday
	27	Memorial Day
	30	Last Day of School
	31	Staff Workday
	31	Graduation

### LEGEND

F	Teacher Flex Days/Student Holiday (7 days)
PD	Staff Professional Development Day (7 days)
WD	Staff Workday (4 days)
H	Staff and Student School Holiday (28 days)
NT	New Teacher Training (1 day)
S	STAAR Testing

		Student Days		Teacher Days	
Before School				7	
Sem1	1st 6 wks	Aug 16 - Sept 22	25	27	
	2nd 6 wks	Sept 25 - Nov 3	27	28	
	3rd 6 wks	Nov 7 - Dec 21	27	28	
Sem2	4th 6 wks	Jan 8 - Feb 15	27	30	
	5th 6 wks	Feb 19 - April 12	32	33	
	6th 6 wks	April 15 - May 30	31	33	
After School				1	
			169	187	

## Helpful Contacts

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

## School Directory

### ADMINISTRATION

**597-2301**

Dr. Hector Martinez  
Richard Sweaney  
Judy Fincher  
Barbara Landry  
Maria Laureles  
Teresa Lawrence  
Veronica Mireles  
Marlena Bush  
Kourtney Villegas

Superintendent  
Assistant Superintendent  
PEIMS Coordinator/Instructional Technology Director  
Business Manager  
Parent Liaison  
Administrative Assistant  
Payroll/Insurance  
Accounts Payable  
Communications Coordinator

### BRADY HIGH SCHOOL

**597-2491**

Lori Holubec  
Jerry Faulkner  
Melissa Regeon  
Christy Everett  
Kellie Medrano  
Greg Smith

Principal  
Dean of Students  
Administrative Assistant  
Attendance/Discipline Administrative Assistant  
PEIMS/Registrar  
Technology Director

### DAEP

**597-0800**

### BRADY MIDDLE SCHOOL

**597-8110**

Terry Cantwell  
Jaron Roberts  
Elizabeth Lozano  
Dianne Hardman  
Chad Everett

Principal  
Dean of Students  
PEIMS/Administrative Assistant  
Administrative Assistant  
Middle School ACE Program

### BRADY ELEMENTARY SCHOOL

**597-2590**

Christy Finn  
William Patti  
Tiffany Reyes  
Monica Calderon  
Elizabeth Corralejo  
Sarah Smith

Principal  
Assistant Principal  
Administrative Assistant  
Administrative Assistant  
PEIMS  
Brady Elementary ACE Program

**FOOD SERVICE****597-2529**

Adriana Flores

Director

**MAINTENANCE/TRANSPORTATION****597-1903**

Oscar Corralejo

Maintenance Director

Mike Hagan

Transportation Director

Rosa Menefield

Administrative Assistant

# Employment

## Equal Employment Opportunity

*Policies DAA, DIA*

In its efforts to promote nondiscrimination and as required by law, Brady ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Dr. Hector Martinez, Superintendent, 1003 W. 11<sup>th</sup>, Brady, TX 76825, [hmartinez@bradyisd.org](mailto:hmartinez@bradyisd.org), 325-597-2301. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concern regarding discrimination on the basis of a disability: Dr. Hector Martinez, Superintendent, 1003 W. 11<sup>th</sup>, Brady, TX 76825, [hmartinez@bradyisd.org](mailto:hmartinez@bradyisd.org), 325-597-2301.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## **Job Vacancy Announcements**

### *Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

## **Employment after Retirement**

### *Policy DC*

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

## **Contract and Noncontract Employment**

### *Policy DC series*

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

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

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Campus principals and Administration Office administrators are employed under two-year 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 can be accessed online or copies will be provided upon request.

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one or two-year contract that is not subject to the provisions for nonrenewal 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.

## **Certification and Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Teresa Lawrence at the Administration Office in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Superintendent when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Superintendent if you have any questions regarding certification or licensure requirements.

## **Recertification of Employment Authorization**

*Policy DC*

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Teresa Lawrence at the Administration Office if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

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

*Policy CQ, DHE*

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have 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, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

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

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

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Administration Office.

## **Health Safety Training**

### *Policies DBA, DMA*

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

School nurses and employees with regular contact with students must complete a Texas Education Agency proved, online training regarding seizure disorder awareness, recognition, and related first aid.

## Reassignments and Transfers

*Policy DK*

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, 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. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by June 1st. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Superintendent's office and must be approved by the receiving supervisor.

## Workload and Work Schedules

*Policies DEAB, DK, DL*

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

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

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 30 for additional information.

## **Breaks for Expression of Breast Milk**

*Policies DEAB, DG*

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Hector Martinez, Superintendent, 325-597-2301.

## **Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Hector Martinez, Superintendent, 325-597-2301 to begin the interactive process..

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Superintendent at 597-2301.

## **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.

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of district students for pay.

## **Performance Evaluation**

### *Policy DN series*

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. 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.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

## **Employee Involvement**

### *Policies BQA, BQB*

At both the campus and district levels, Brady ISD offers opportunities for input 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 are 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 from the Administration Office.

## Staff Development

### *Policy DMA*

All Brady ISD teachers and paraprofessionals are required to attend the following days of staff development/in-service.

August 7-11, 2023

November 6, 2023

February 2, 2024.

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Total Pupil Attendance Minutes	75,600
Total Paraprofessional Workdays	187
Total Workdays for Certified Teachers/Librarians	187

## Compensation and Benefits

### **Salaries, Wages, and Stipends**

#### *Policies DEA, DEAA, DEAB*

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. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 30.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact Barbara Landry or Veronica Mireles at the Administration Office for more information about the district's pay schedules or their own pay.

## **Payroll Monthly Cut Off Dates**

All supplemental pay information is due no later than 10 workdays prior to pay day. All pay information is to be sent to Veronica Mireles at the Administration Office.

Campus time sheets are due on the 15<sup>th</sup> of each month. All time sheets are to be sent to Veronica Mireles at the Administration Office.

## **Paychecks**

All employees are paid monthly. Pay information is emailed to all employees on payday. For employees in food service, maintenance, and transportation pay information will be sent via inner office mail. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2023-2024 school year follows:

### **PAY DATES 2023-2024**

<b>September 22,2023</b>	<b>March 22,2024</b>
<b>October 25,2023</b>	<b>April 25,2024</b>
<b>November 16,2023</b>	<b>May 24, 2024</b>
<b>December 20,2023</b>	<b>June 25,2024</b>
<b>January 25, 2024</b>	<b>July 25,2024</b>
<b>February 23,2024</b>	<b>August 23, 2024</b>

## Food Service Time Sheet

Month	Time Begins	Time Ends
September (5 weeks)	August 6	September 9
October (4 weeks)	September 10	October 7
November (4 weeks)	October 8	November 4
December (4 weeks)	November 5	December 1
January (5 weeks)	December 3	January 6
February (4 weeks)	January 7	February 3
March (4 weeks)	February 4	March 2
April (4 weeks)	March 3	April 6
May (5 weeks)	April 7	May 4
June (4 weeks)	May 5	June 1
July (5 weeks)	June 2	July 6
August (7 weeks)	July 7	August 3

### Holiday Schedule for Food Service for 2023-2024:

September 4, 2023	Labor Day
November 23-24, 2023	Thanksgiving
December 25-26, 2023	Christmas
January 1, 2024	New Year
March 29, 2024	Good Friday

## Maintenance Time Sheet

Month	Time Begins	Time Ends
September (6 days)	September 1	September 9
October (4 weeks)	September 10	October 7
November (4 weeks)	October 8	November 4
December (4 weeks)	November 5	December 1
January (5 weeks)	December 3	January 6
February (4 weeks)	January 7	February 3
March (4 weeks)	February 4	March 2
April (5 weeks)	March 3	April 6
May (4 weeks)	April 7	May 4
June (4 weeks)	May 5	June 1
July (5 weeks)	June 2	July 6
August (8 weeks)	July 7	August 31

### Holiday Schedule for Maintenance for 2023-2024:

September 4, 2023	Labor Day
November 23-24, 2023	Thanksgiving
December 25-26, 2023	Christmas
January 1-2, 2024	New Year
March 29, 2024	Good Friday
May 27, 2024	Memorial Day
July 4, 2024	Independence Day

## **Automatic Payroll Deposit**

Employees paychecks will be electronically deposited into an account designated by the employee. The employee must notify the Administration Office if they change banks and/or bank account numbers. Notification of such changes must be submitted by the 1<sup>st</sup> of the month to be effective the next pay period. Failure of change notification can result in delays in receiving paycheck. With automatic deposit, an employee's pay should be available after 10:00 a.m. on the pay date. Contact the Administration Office for more information about the automatic payroll deposit service.

## **Payroll Deductions**

### *Policy CFEA*

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Overpayments**

Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

## Overtime Compensation

*Policies DEAB, DEC*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and 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. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Time sheets and absence from duty forms are due in the Administration Office on the Monday following time ending date each month. Accuracy in submitting time sheets are the responsibility of the employee and immediate supervisor. Changes to the time sheet schedule will be a directive from the payroll department.

## Travel Procedures

All employee(s) or employee(s) with student(s) travel arrangements (conference/workshop registration fees, transportation, meals, hotel/motel, and rental car) for out-of-town trips must contact Marlena Bush in the Administration Office. The following procedures will be followed:

1. A Travel Authorization Form must be completed and signed by the campus Principal/Supervisor. **The form must be turned in three (3) weeks prior to the trips. Hotel reservations will NOT be made until the authorization form has been completed, signed by the principal/supervisor and approved by the Superintendent or designee.**
2. Marlena Bush will make all airline, rental car, and hotel/motel reservations. **Employees are NOT to make any reservations! NO EXCEPTIONS!**
3. Registration forms for workshops or conferences must be completed and returned with the Travel Authorization Form.
4. Meal money request:
  - a. Meal money for students is \$8.00/student/meal.
  - b. Meal money for employees is \$10 for breakfast, \$14 for lunch, \$22 for dinner, or \$46 a day.
  - c. When requesting meal money for out-of-town trips include meal money for the bus driver. Include the bus driver if you charge for meals. **Bus driver's meals will come out of your budget.**
  - d. Competitions that advance past regionals will be allowed one meal with a student rate of \$12.00. Sponsors or coaches responsible for this event will decide the meal and note this increase on the signed receipt.
  - e. Meals that are charged must include a meal voucher signed by the employee and a copy of the **itemized** receipt.
  - f. A **Travel Expense Form** is attached to all meal money checks involving students. Each student upon receiving meal money **must** sign the **Travel Expense Form**, and the form **must** be turned in after each trip.
  - f. A school credit card will be provided for employee only overnight travel upon request.
5. Reimbursements for any incurred expense will not be made unless a receipt accompanies the request. **NO EXCEPTIONS!**
6. All receipts (hotel/motel, rental car, registration fee, meal etc.) must be turned in to the Administration Office within **five (5) days** of the employee returning from the trip. Meal receipts are to be attached to the Employee Meal Expense form.

**Special note to Principals/Supervisors: airline tickets are non-refundable and non-transferable. You will incur any charges for the original airline ticket and any other ticket the District purchases, plus any fees that will be charged for making changes.**

Please contact Marlena Bush at 597-2301 if you have any questions regarding travel.

## Travel Expense Reimbursement

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and the Superintendent must give approval. For approved travel, employees will be reimbursed for mileage according to the Texas Mileage Guide and other travel expenditures according to the current rate schedule established by the district and the Internal Revenue Service. Employees must submit receipts to be reimbursed for allowable expenses other than mileage. Attach receipts to a Brady ISD Support Voucher/Travel Reimbursement Form signed by the employee requesting reimbursement and by the principal or supervisor. School gas credit cards and vehicles are available if requested accordingly. **Requests for vehicles should be submitted through WebTrips located on district website under Tran/Maint Dept. Requests must be submitted ten (10) days prior to date of use and approved by the superintendent.** The request can be denied if not submitted ten (10) days prior to the use of the vehicle. For overnight trips, please present a tax-exempt certificate to avoid state and federal taxes.

## Travel Charge Back

Principals and activity sponsors need to be aware that travel expense for use of school vehicles is set according to the Texas State Comptroller Rate. Employees submitting travel reimbursement forms will be reimbursed according to the Texas Mileage guide. Reimbursement rates are:

<b>Mileage</b>	Set according to the Texas State Comptroller Rate
<b>Meals</b>	\$46.00 per day or \$10 for breakfast, \$14 for lunch, \$22 for dinner

Travel away from home but not overnight is not considered "travel" for purposes of meals. An employee **may not** be reimbursed for meal expenses if the employee is outside the employee's designated headquarters for **fewer than six** consecutive hours on the day the expenses are incurred. Any reimbursement to an employee for meals incurred on such day trips is taxable to the employee according to the Internal Revenue Service. School districts must treat amounts paid for taxable meals as additional income subject to IRS withholding and reporting requirements. The only exception to the rule is for "business meal", however:

- ❖ An employee cannot have a business meal dining alone.
- ❖ Documentation is required regarding the identity of the participants and the business purposes of the discussion.

## Traveling Expenses Using Credit Cards

The district Master Card credit card will not be issued to employees for traveling expenses whether traveling with or without students unless prior approval is arranged with the

Superintendent. If a school credit card is used for travel expenses, all receipts **must be turned in to the Business Office within five (5) business days. NO EXCEPTIONS!**

Guidelines for the use of credit cards for travel expenses including Bank of America, Master Card, Exxon, and Shell are as follows.

**All credit card receipts are due to the accounts payable office with the proper paperwork within five (5) business days after purchase!** A warning will be issued the first time this procedure is not followed. If it happens a second time, **ALL CREDIT CARD AND CHARGE ACCOUNT PRIVILEGES WILL BE REVOKED!!!** The individual would need to meet with the Superintendent if he/she wishes to have credit card or charge account privileges reinstated.

## **Meal Vouchers**

Meal vouchers are to be used if traveling with students for day trips only. The employee or sponsor must call in advance to restaurants located in the area of travel to confirm acceptance of the meal voucher. The school Bank of America or Master Card credit card will no longer be issued to the employee or sponsor for meal expenses incurred on day trips only.

## **Meal Receipts and Sales Tax**

All public schools are state tax exempt. A Tax-Exempt Certificate is provided in the envelope when the school Master Card is released to any employee. Tax incurred on receipts returned to the district will be the responsibility of the employee.

Student meals are not to exceed \$8.00 per meal and cannot accumulate.

Any amount above the \$8.00 limit will be absorbed by the student/sponsor.

Student meals for out-of-state travel are not to exceed \$36.00 per day. Coaches, UIL sponsors, etc., traveling with a team of students can include their meal along with the student meals. Expenses incurred by spouses are not paid by the district.

Coaches traveling for the purpose of scouting, not staying overnight, will need to pay for their meals. If you choose to be reimbursed, follow the appropriate procedures.

The above procedures will be enforced and employees are encouraged to become familiar with the requirements to avoid personally having to pay for credit card/voucher charges.

## **Employee Meal Reimbursement**

Brady ISD will not reimburse an individual or pay for credit card charges unless:

- ❖ Meal charges are **ITEMIZED**
- ❖ Meal tickets reflect **NO STATE TAX**

## **Use of School Vehicles**

The following rules apply for extra-curricular bus trips:

- ❖ All trip sponsors will be responsible for damages to the interior of the bus.
- ❖ Each student will be assigned a seat and will be responsible for the area surrounding their assigned seat.
- ❖ If seat or equipment is damaged in student's assigned area, the student will be responsible for repair.

Each time a school vehicle is used, a mileage report must be completed and signed by the driver. After filling out the report, please leave it in the vehicle along with the keys. Do not lock the doors.

## **Summer Vehicle Use**

Summer vehicle use shall be limited to trips authorized by the campus principal.

## **Personal Vehicle Use**

School vehicles shall be used for all trips unless prior approval is granted. If a personal vehicle is used an employee will submit a travel reimbursement form. The mileage traveled will be calculated using the Texas Mileage Guide and the employee will be reimbursed accordingly.

When a personal vehicle is used for school related purposes, because a school vehicle is not available or an employee chooses to use their personal vehicle, it is the employees' responsibility to use their personal gas cards or credit card to fuel up their vehicle. The school Master Card and gas credit cards are to be used to fuel up only school vehicles. The school Master Card and gas credit cards are not to be used on personal vehicles.

It is our policy that all employees use a school vehicle for transportation to and from school related activities if one is available. If for some reason a school vehicle is not available then the employee must get approval from the Superintendent prior to taking their personal vehicle in order to be able to request reimbursement for mileage. By getting approval, the employee may request mileage reimbursement using the Texas Mileage Guide.

## **Lodging**

### **Federal or State Funds**

Actual expenses not to exceed the State Comptroller guideline for federal allowable lodging expense per day paid from federal or state funds. Amounts exceeding the State Comptroller guideline per day must be paid from local revenue.

## **Local Revenue**

Actual expenses not to exceed \$120 per day paid from local revenue. Amounts exceeding \$120 must have prior approval by the administrator.

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

### *Policy CRD*

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 15 or more regularly scheduled hours per week
- Non-contributing employee=Full premium

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Veronica Mireles for more information.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact Veronica Mireles for more information.

## **Cafeteria Plan Benefits (Section 125)**

Brady ISD sponsors an employee benefit program for eligible employees known as a Flexible Benefits Plan or Cafeteria Plan. It is called a Cafeteria Plan because it allows employees the choice of benefits offered in the plan. Employees are eligible for benefits and district funding for those benefits who are contributing members of the Teacher Retirement System (TRS).

BISD will provide \$420.00 monthly to go into the plan for eligible employees enrolled in TRS Active Care and West TX Blue Essential. Each employee will have the choice of applying the district's funds only to benefits within the plan.

Benefits available in the Flex Plan include TRS-ActiveCare health coverage, dependent day care, a vision discount plan, medical reimbursement accounts, and dental insurance for employees, spouses, and eligible dependents. Also, with some limits, term life and supplemental cancer or heart/stroke insurance is available in the plan. The Cafeteria Plan allows employees to pay for insurance premiums, dependent day care or medical expenses with pre-tax dollars regardless if the funds are from the district's or state's contribution or their own salary. These pre-tax dollars are not subject to income tax and can lower income tax liability.

Enrollment in the Flexible Benefits Plan must be completed with 30 days of employment. Existing employees may make changes to his/her current plan election prior to the annual enrollment for the plan on its anniversary date of September 1. Once the election is made for the year, the IRS code does not allow for a change to that election until the anniversary date of the plan year. Exceptions to that rule do exist and mid-year changes are allowed for the following family status changes:

- ❖ Change in legal marital status
- ❖ Change in number of dependents
- ❖ Termination or commencement of employment
- ❖ Change in work schedule
- ❖ Dependent satisfies or ceases to satisfy dependent eligibility requirements
- ❖ Some legal eligibility changes in insurance coverage

Summary Plan Document for the plan is available in the payroll office.

### **Disability**

A disability or salary replacement plan is offered for employees only. It is paid for by the employee and is not allowed in the Cafeteria Plan. Disability coverage provides monetary benefits on a percentage of salary and the benefits chosen if the employee is unable to work due to a covered accident or illness. The employee has the option of choosing the amount of coverage he/she wants as long as it does not exceed the amount in eligible benefits. Employees may apply and be approved for disability coverage when first employed. Pre-existing health conditions will not be covered for 12 months. Employees applying at a later date may be turned down for coverage due to a pre-existing health condition.

### **COBRA**

An employee, spouse, or dependent(s) that loses health or medical spending coverage due to loss of eligibility may be eligible for continuation of their coverage under COBRA. The COBRA administrator will provide notification of eligibility for continuation of coverage. Health, term life, dental, and disability are group related. If you leave the group, your coverage terminates.

However, health and dental may be kept for up to 18 months due to loss of eligibility. A spouse or dependent that loses coverage for a reason other than the employee becoming ineligible for coverage may be able to continue coverage for 36 months under COBRA. A COBRA acceptance form provided by the COBRA administrator must be completed to continue coverage and the COBRA participant must pay all monthly premiums for the coverage. Disability and Term Life coverage will end at termination of employment or eligibility. This coverage may be converted to individual policies by applying to the insurance companies. Cancer, Heart/Stroke, and 403(b) or 403(b) (7) TSA's are individual policies or accounts and may be "taken with" the employee when he/she leaves the district.

## **ANNUITIES**

### **403**

Brady ISD offers, for the benefit of its employees, the opportunity to participate in a 403(b) or 403(b) (7) tax shelter annuity. The district will reduce, within the guidelines of the Tax Code, the salary of any eligible employee and contribute the reduction amount in their behalf to a 403(b) or 403(b) (7) contract.

Eligible employees must work at least 20 hours per week, cannot be students working part time and cannot be elected school officials. They must earn enough to be eligible to reduce their salary by at least \$200.00 annually.

An employee is anyone whose hours and work is controlled by the district. Generally, if you receive a W-2 form from the district, you are an employee. A contract labor employee (one who receives a 1099) generally is not eligible. These are people hired to do a specific job on a contract basis. The district does not control the person's time or way of doing the job.

Eligible employees wishing to have a 403(b) or a 403(b) (7) must follow all school district rules and state law pertaining to 403(b)'s and 403(b) (7)'s and the representative or agent they purchase it from must follow the district's rules and state law. Copies of the rules may be obtained from the central office. No solicitation on campus is allowed.

The employee wishing to have a 403(b) or 403(b) (7) must properly fill out, date, and turn into the business office a "Salary Reduction Agreement", TRS or BISD Disclosure

Statement, copy of the application or contract and, if contributing over the basic allowed contribution annually, a worksheet proving eligibility to contribute the amount requested.

The agent must provide, along with the above forms, a copy of his or her license or authority to sell 403(b)'s or 403(b) (7)'s and a copy of Errors and Omissions coverage.

The "Salary Reduction Agreement" must be signed in the month or pay period before the reduction is to take place.

Employees may choose an insurance company to provide their 403(b) or a company to provide their 403(b) (7) custodial account. However, the company must be approved by Texas Teacher Retirement System as a provider.

Employees must follow all Internal Revenue Codes and Regulations pertaining to 403(b)'s and 403(b) (7)'s. The district will not reduce anyone's salary who is not eligible or who is not following the district rules, TRS rules, Internal Revenue Code, or regulations.

### **457**

A 457(b) plan will allow you to contribute a portion of your compensation as a pre-tax or after-tax (Roth) contribution in order to save toward your retirement. Participation in the 457(b) plan is completely voluntary.

Your benefits administrator of Financial Benefit Services (FBS) will be available to help with your benefits and enrollment. The administrator may be reached at 432-269-5108.

Employees who wish to cancel or change benefits may only do so by completing the proper forms at the allowed time period.

## **Workers' Compensation Insurance**

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from TASB Risk Management, effective September 1. An employee or a person acting on the employee's behalf, must notify the employer of an injury or illness not later than the 30<sup>th</sup> day after the date on which the injury occurs or the date the employee knew or should have known of an illness, unless the Commission determines that good cause existed for failure to provide timely notice. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

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

All work-related accidents or injuries should be reported immediately to Barbara Landry. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 51 for information on use of paid leave for such absences.

## **Employee Assistance**

The Commission provides free information about how to file a workers' compensation claim. Commission staff will explain your rights and responsibilities under the Workers' Compensation

Act and assist you in resolving disputes about a claim. You can obtain this assistance by contacting your local Commission field office or by calling 1-800-252-7031.

## **Safety Hotline**

The Commission has established a 24-hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Division of Workers' Health & Safety at 1-800-452-9595.

## **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 Administration Office.

## **Teacher Retirement**

*Policy DEG*

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

Employees who plan to retire under TRS should notify Administration Office as soon as possible. Information on the application procedures for TRS benefits is available at the Administration Office. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.texas.gov](http://www.trs.texas.gov)). See page 19 for information on restrictions of employment of retirees in Texas public schools.

## **Leaves and Absences**

*Policies DEC, DECA, DECB*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence.

Employees who expect to be absent for an extended period of more than five days should call Veronica Mireles at the Administration Office for counseling about leave options, information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

**Immediate Family.** For purposes of leave other than family and medical leave, immediate family is defined as the following:

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

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

### **Use of Leave**

State leave is available for the employee's use at the beginning of the work year. However, state personal and local sick leave is earned beginning September 1. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

The District shall not approve paid leave for more workdays than have been accumulated in prior years plus those to be earned during the current year. Any absences beyond available paid leave shall result in deductions from the employee's pay.

Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

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

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense.

Employees must follow district and department or campus procedures by submitting an absence request on Frontline Absence Management System for supervisor approval when employee is absent from work duty for any reason regardless of amount of time absent. Failure to submit an absence or record the time worked on approved time sheets will be considered a “no call/no show” and will result in an automatic docked day. Leave shall be recorded in half-day increments for all employees. An employee must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work if the following occurs:

- ❖ Employee is absent more than three (3) consecutive workdays because of personal illness or illness in the immediate family
- ❖ Due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent
- ❖ Employee requests FMLA leave for the employee’s serious health condition or that of a spouse, parent, or child
- ❖ Employee request FMLA leave for military caregiver purposes

**Medical Certification.** Any employee who is absent more than 3 consecutive days because of a personal or illness in the immediate family must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

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

**Continuation of Health Insurance.** 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 FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

## **Personal Leave**

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

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

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 5 days in advance of the anticipated absence. The reasons for which personal leave may be used shall not be limited by the District. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary personal leave may not be taken for more than two (2) consecutive days, except in extenuating circumstances as determined by the Superintendent. Discretionary leave for instructional personnel which includes all teachers and paraprofessionals shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled to administer six-week or nine-week exams, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, STAAR tests, or professional or staff development days.

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

## State Sick Leave

State sick leave is available for use and may be transferred to other school districts in Texas. State sick leave may not be used for personal business nor for any reasons other than those allowed by the old sick leave statute. Local sick leave, accumulated prior to the 1995-96 school year, shall be used before state sick leave.

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

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

## Local Leave

All employees shall earn five (5) local days each school year in addition to the mandatory five (5) state days. Local days do not accumulate and cannot be carried over to the next school year and shall be taken with no loss of pay. Local leave shall be used according to the terms and conditions of state personal leave.

## Early Release Absence

Employees are paid a full day for early release days. If an employee is absent on an early release day a **FULL** day absence will be used.

## Sick Leave Bank

The sick leave bank consists of voluntary donation of one local leave day by an employee for the purpose of assisting a fellow employee who, after exhausting all paid leave, has an unexpected critical personal illness or disability, including a pregnancy-related disability, or has an immediate family member who has an unexpected critical personal illness or disability.

## Definitions

The following definitions are for purposes of the bank:

- ❖ Immediate family shall include the spouse; child, including a biological, adopted, or foster child or a legal ward; parent or legal guardian.
- ❖ Full-time employment shall include bus drivers and positions requiring 187 days per school year with a minimum of four hours scheduled per workday.
- ❖ Year shall mean school year.

## Eligibility for Membership

All full-time employees in the District shall be eligible to join the bank.

## Enrollment

To participate in the bank is voluntary. It requires the contribution of one local leave day, which will be deducted from the employee's leave balance. For the current year's membership, the employee's contribution shall be made no later than August 11, 2023. After that time, no new members shall be accepted until the open enrollment period for the following year.

The rate of contribution in future years shall be determined by the committee and announced prior to the acceptance of contributions for the year.

## How do I join?

If you are interested in joining the bank, please complete the 2023-2024 membership application form and return it to your campus principal or department supervisor. Forms may be obtained from your campus office, department office or the Administration Office.

**All application forms MUST be in the office of the Superintendent no later than August 11, 2023.**

## Governing Committee

The governing committee of the bank shall be composed of bank members with one representative being elected by August 25, 2023 by and from bank members from the following groups:

- ❖ Each District campus (professional staff)
- ❖ Administration
- ❖ Paraprofessionals
- ❖ Maintenance/grounds and transportation
- ❖ Food Service

Committee members shall serve for one year. Vacancies shall be filled in the same manner as for the annual election.

The committee shall be chaired by the Superintendent who shall be an ex officio member. The chairperson shall be a voting member only in the event of a tie. A secretary shall be elected by the committee during the first meeting of the year.

No less than a quorum of the committee shall review each request for bank days individually and determine whether the request meets the qualifications for granting of days from the bank. The committee shall then determine the number of days to be granted and shall communicate the decision to the Superintendent within 7 working days of receiving the request.

A member may be requested to appear before the committee to substantiate his or her case.

### **Applying for Bank Days**

The following provisions shall govern the granting of bank days:

- ❖ Members who have a qualifying event that extends beyond all paid leave, including partially paid days, may request up to a maximum of 30 total bank days per school calendar year in accordance with administrative regulations. A request must be for a minimum of five days.
- ❖ All requests shall be accompanied by the District's sick leave bank physician's statement form personally signed by the physician.
- ❖ For situations that necessitate intermittent use of bank days, a new sick leave bank physician's statement form must be included with each request.
- ❖ For a member, whose incapacity prevents personal application, an agent or family member may submit a request.
- ❖ The committee is authorized to require a medical review by a second opinion physician. The physician's report shall be sent directly to the superintendent who shall submit it to the committee.
- ❖ Disability due to pregnancy and childbirth shall be treated the same as other disabilities.
- ❖ Conditions known to exist by the employee on or before the date of joining the bank shall not be covered until one year from the date of enrollment.
- ❖ Total days granted to members shall not exceed the number of days in the bank.
- ❖ Days granted but not used shall be returned to the bank.

A member may cancel membership at any time, but shall forfeit any days donated to the bank, as well as the use of any bank days during the remainder of the year.

### **Loss of Benefits**

A member shall lose the right to be granted use of bank days:

- ❖ Upon termination of employment with the District.

- ❖ During a period of suspension without pay.
- ❖ During an approved unpaid leave of absence.
- ❖ Upon a member's voluntary cancellation of membership.
- ❖ Upon any abuse or misuse of the rules of the bank.

Members who terminate employment with the District and are subsequently rehired by the District shall become eligible to join the bank during the next open enrollment period, in accordance with the eligibility rules in effect at that time.

## Questions

Questions regarding any aspect of the bank that are not specifically addressed shall be directed to the committee. The committee shall make a recommendation to the Superintendent who shall make a determination.

## Family and Medical Leave Act (FMLA)—General Provisions

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

### What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

### **Am I eligible to take FMLA leave?**

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

### **How do I request FMLA?**

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

### **What does my employer need to do?**

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

### **Where can I find more information?**

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



## Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

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

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

**Intermittent Leave.** The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. (See DECA (Legal) for use of intermittent or reduced schedule leave due to a medical necessity.)

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

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

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

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

**District Contact.** Employees that require FML or have questions should contact Veronica Mireles for details on eligibility, requirements, and limitations.

## **Temporary Disability Leave**

**Certified Employees.** 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. An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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 Administration Office should 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 resume regular duties.

Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

## **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 receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury 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 suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to Barbara Landry at the Administration Office.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person not responsible for purposes of criminal liability.

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

## **Jury Duty**

*Policies DEC, DG*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is

received. Employees must present a release document from the district clerk of the service and must include the hour in which the employee was dismissed. Employees are required to report to their respective campus if excused from jury duty early.

## **Compliance with a Subpoena**

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

## **Truancy Court Appearances**

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

## **Religious Observance**

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

## **Military Leave**

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty ordered by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of

any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the campus administrator/department director. In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance.** 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 Veronica Mireles for details on eligibility, requirements, and limitations.

## Absence Procedures

Every employee must submit an absence on Frontline Absence Management <https://login.frontlineeducation.com>.

Any employee who needs to leave the campus for any reason during their conference and planning period should have the approval of the principal prior to signing out in the principal's office. If you are not going to return to the campus for the remainder of the day, you must also have approval of the principal. You can be deducted ½ day's pay for failure to secure principal's approval or failure to sign out as instructed.

Absences will be recorded in whole and half workday on occasion only. Employees shall be charged leave even if a substitute is not employed. Employees may, with prior approval from the principal/department head, be gone from campus/department for a time not to exceed 1 ½ hours without being charged with an absence.

## Complaints and Grievances

### *Policy DGBA*

In an effort to hear and resolve employee concerns or 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 at any time.

The formal 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 procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints may be located in policy DGBA (LOCAL) located on our district website <http://pol.tasb.org/Home/Index/855>.

# Employee Conduct and Welfare

## Standards of Conduct

### *Policy DH*

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

- Recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 82 for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

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

### **Statement of Purpose**

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

### **Enforceable Standards**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

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

*Policies DH, DIA*

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation may be accessed on the district's website at <http://pol.tasb.org/Home/Index/855>.

## **Harassment of Students**

*Policies DH, DHB, FFG, FFH, FFI*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* below and *Bullying*, page 86 for additional information.

The DHB(LEGAL) and the district's FFH(LOCAL) policy that includes definitions and procedures for reporting and investigating harassment of students may be accessed on the district's website at <http://pol.tasb.org/Home/Index/855>.

## **Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or

neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login//Default.aspx> or to the 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 or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking and adverse employment action against a certified or licensed professional 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. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

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

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be found in the District Improvement Plan and may be accessed at the district's website [www.bradyisd.org](http://www.bradyisd.org). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a

child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described in *Reporting Suspected Child Abuse* page 58.

## **Reporting Crime**

### *Policy DG*

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

## **Scope and Sequence**

### *Policy DG*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## **Technology Resources**

### *Policy CQ*

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes. Access to the district's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulation. Limited personal use shall be permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's computer or network resources

- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Administration Office.

## **Personal Use of Electronic Communications**

*Policies CQ, DH*

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

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

An employee who uses electronic communications for personal purposes shall observe the following:

The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

- The employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee’s immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics, 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 personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents* below, for regulations on employee communication with students through electronic media.

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

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* mean any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Communications*, page 61. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 9 p.m. and 7 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be reserved in accordance with the district's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## **Personal Use of Telephone, Cell Phone, and E-mail**

Personal use of the telephone, cell phone, and e-mail is allowable as long as it is not used excessively and does not interfere with work. The use of a District telephone for personal long distance calls is prohibited. When using a District telephone for long distance phone calls pertaining to school business, the employee must document on a "telephone log" the day, time, to which the call was placed, and the purpose of the call. A telephone log will be available at each campus office or department office. At the end of each month the log will be submitted to the Administration Office for review.

## **Personal Use of Copiers**

Personal use of copiers is not permitted without prior authorization by the principal or supervisor. All personal copies will be at a charge of \$0.10 per copy.

## **Public Information on Private Devices**

*Policy DH, GB*

Employees should not maintain district information on privately owned device. Any district information must be forwarded to transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive

- Remote access to district-owned devices and services

## **Criminal History Background Checks**

### *Policy DBAA*

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

Continued employment for full time and part-time employees or substitute personnel is depended upon an acceptable national criminal history check.

## **Employee Arrests and Convictions**

### *Policy DH, DHB, DHC*

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation

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

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

### **Certified Employees**

The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor,
- Possessed, transferred, sold, or distributed a controlled substance,
- Illegally transferred, appropriated, or expended school property or funds,
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation,
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor.

### **Uncertified Employees**

Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.

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

### *Policy DH*

Brady ISD is committed to maintaining an alcohol- and drug-free environment and prohibits the unlawful distribution, possession, or the use of alcohol, inhalants, and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the district, and referral to appropriate law enforcement officials for prosecution.

The district's DH(LOCAL) policy regarding alcohol and drug abuse prevention may be accessed on the district website at <http://pol.tasb.org/Home/Index/855>.

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

### *Policies DH, FNCD, GKA*

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

## **Fraud and Financial Impropriety**

### *Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include 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 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 confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Conflict of Interest**

### *Policy CB, DBD*

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

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

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

## **Copyrighted Materials**

### *Policy CY*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication 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.

## **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. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

## **Charitable Contributions**

### *Policy DG*

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

## **Safety and Security**

### *Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See *Emergencies* on page 75 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

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

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent.

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Administration Office 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.

## **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 school. A copy of the district's management plan is kept in the Maintenance/Transportation office located at 690 Hwy 87 North and is available for inspection during normal business hours. A copy of each campus management plan is kept in each campus office and is available for inspection during normal school hours.

## **Pest Control Treatment**

*Policies CLB, DI*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

The district has a policy with the requirement to follow integrated pest management (IPM) procedures to control pests on school grounds. The district strives to use the safest effective

methods to manage pests, including a variety of non-chemical control measures; however, pesticide use is sometimes necessary to maintain adequate pest control and assure a safe, pest-free school environment.

All pesticides used in the district are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators.

Notices of planned indoor pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the office or reception area. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

All outdoor applications will be posted at the time of treatment and signs will remain until it is safe to enter the area.

For further questions, or for those who wish to be notified directly about upcoming pesticide applications on their campus, may contact the District IPM Coordinator, Oscar Corralejo, [ocorralejo@bradyisd.org](mailto:ocorralejo@bradyisd.org) or at 597-1903.

## **Use of School Equipment**

Use of school equipment and supplies for personal gain is prohibited. Anyone in violation will be terminated with possible prosecution. A copy of the Attorney General's ruling can be found in the principal's office and the Administration Office.

## **Long Term Lease Purchase**

If school personnel (principals, athletic directors, band directors, food service managers, etc.) wish to enter into long term lease/purchase contracts, the Board of Trustees or their designee should approve it. A long-term lease is one longer than 12 months. Also, if a lease/purchase contract is to be entered into, it should be done as the new fiscal year budget is approved in August. In the case of emergencies, the Board of Trustees or their designee can make emergency approvals as needed.

## **Clothing Purchased by the District**

Clothes purchased by Brady ISD (i.e., coaching clothing, uniforms, sponsor clothing, etc.) must be worn only for school related activities and not for street clothes or other activities which are not

school related. All such clothing purchased by the district must be in possession of the district when the employee resigns. IRS requires reporting of this benefit on employee W2 form if employee keeps or uses the clothing for personal use.

## **Teacher/Staff Dress Policy**

Teachers and staff are expected to always dress in a professional and businesslike manner. Professional dress should not attract unfavorable attention.

Teachers and staff may not wear shorts, clothing with advertisement or political views, revealing or provocative shirts/blouses/dresses, t-shirts, tank tops, warm-ups, sweat suits, or wind suits.

Jeans including Capri jeans and school spirit shirts may be worn on days designated by the campus principal.

All P.E. teachers and coaches are reminded that wearing shorts or athletic attire during P.E./athletics class is acceptable, but while in the building or classroom please wear slacks, shirt/blouse, skirts or dresses.

The campus principal may use their discretion as needed. Professional dress establishes teaching as a position of authority, enhances learning and helps with classroom management.

## **General Procedures**

### **Emergency School Closing**

The district may close schools because of severe weather, epidemics, or other 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:

Brady ISD                      [www.bradysd.org](http://www.bradysd.org)

KNEL Radio                      1490 AM

KLST TV                      San Angelo

## **Emergencies**

### *Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. 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.

## **Capital Assets and Inventory**

### *Policy CU (Local)*

Brady ISD is required by law to maintain an accurate accounting of capital assets and inventory. This includes items such as: buildings, land, furniture, equipment, technology related equipment and vehicles. To be in compliance, the board has approved this policy which states: "The limit of capitalization for per item is set at \$5,000.00. For inventory purposes, only, the limit is \$500.00".

## **Purchasing Procedures**

### *Policy CH*

All requests for purchases must be submitted to the Business Office online through the Ascender Requisition System with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a Purchase Order 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 Marlena Bush for additional information on purchasing procedures.

All campuses exclusive expenditures of allocated monies (federal, state, local and awarded grants), will require an attempt to requisition three quotes. If three quotes cannot be obtained, then document that an attempt was made and turn it in with the requisition and quote(s). Two quotes are considered adequate and three are considered optimal. You must also create a matrix and turn it in with the requisition and quote(s). If an item is considered "sole source", have the company send that documentation and include it in lieu of the required additional quotes.

Brady ISD will require quotes on all items \$5,000 and above.

All purchases (federal, state, local and awarded grants), must be documented in your CIP/DIP under the appropriate goal/objective/strategy, as well as included on the funding source page towards the back of the plan.

To avoid confusion and unnecessary delays, please follow this procedure:

1. Request a Purchase Order Requisition form from the campus principal.
2. Fill in vendor name and address, quantities, catalog number, item descriptions, unit prices and total amounts.
3. All requisitions will be submitted on-line for approval by the campus principal. Upon final approval by the Superintendent or designee the system will automatically assign the purchase order number.
4. After proper approval, purchase orders will be emailed or faxed to the vendor unless otherwise specified. An order can be phoned in **only after it has been processed by the Administration Office**. Please add a note in the comments section indicating the order will be placed by phone or faxed, if applicable. In this case, the white and goldenrod copy will be returned to your campus and the order can be placed.
5. After processing, the goldenrod copy will be returned to the campus for your file copy.
6. For Wal-Mart purchases:
  - \*No open PO's will be allowed unless authorized by the Superintendent.
  - \*Teachers approve purchases with Campus Principal prior to purchasing.
  - \*Teachers look on-line for prices but do not purchase on-line. Do not go to Walmart and get your items and leave at Customer Service Counter. Give your supply list with prices to campus PO person.
  - \*Campus PO Person-Create PO with **correct coding** and pricing.
  - \***AFTER** PO is approved by Superintendent or designee, designated Walmart shopper purchases supplies at Walmart with Walmart credit card.
  - \*Send receipts to Marlena Bush at the Administration Office in a timely manner.
  - \***Please limit trips to Walmart to once per week.**
7. **March 1<sup>st</sup> is the deadline for current year purchase orders. Summer school purchase order deadline is May 1<sup>st</sup>. Current year means supplies needed to end the 2020-2021 school year only. (example: prom, graduation, end of school activities). Purchase orders for supplies for the next school year are not to be ordered or turned in at this time.**
8. If proper purchase order procedures are not followed, the employee will be responsible for payment.
9. Personal orders delivered to Brady ISD address are not allowed. Personal orders will be opened and returned to sending address. Space and time does not allow handling

personal purchases. It is also against the law to use the district's tax exempt status for individual purchases.

10. Purchase orders must be processed as usual when requesting or receiving items for preview. If merchandise is returned, the purchase order will be canceled. If merchandise is kept, advise the Administration Office that payment can be made. The employee requesting items for preview is responsible for returning the merchandise. The Administration Office has been set up to ship packages. Bring the package boxed, labeled and ready to ship with correct mailing address to the business office for shipment. All outgoing boxes will be shipped by UPS in order to obtain a tracking number to be able to locate the package and for verification purposes.
11. Misuse of a tax identification number can be prosecuted as a 2<sup>nd</sup> degree felony.

## **Credit Card or Charge Account Purchases**

No merchandise may be purchased with a school credit card (i.e. Master Card) without prior Administration Office approval from the Superintendent and a purchase order. If a school credit card is used all receipts must be attached to a purchase requisition and **turned in to the Business Office within five (5) business days. NO EXCEPTIONS!**

Guidelines for the use of credit cards Master Card, Bank of America, Wal-Mart, and all local vendors including but not limited to Lowe's Food Market, Higginbothams, Keith's Ace Hardware, O'Reilly, United Implement, etc. are as follows.

**All credit card receipts are due to the accounts payable office with the proper paperwork within five (5) business days after purchase!** A warning will be issued the first time this procedure is not followed. If it happens a second time, **ALL CREDIT CARD AND CHARGE ACCOUNT PRIVILEGES WILL BE REVOKED!!!** The individual would need to meet with the Superintendent if he/she wishes to have credit card or charge account privileges reinstated.

## **Procedures for Returning Merchandise**

1. If you are considering returning or exchanging merchandise the Administration Office needs to be informed prior to returning the merchandise. If the merchandise is going to be exchanged for a different item the merchandise needs to be returned to the vendor and a credit will be requested by the business office. A new requisition will then be submitted for the items you would like to order in the place of the exchanged items.

2. When returning merchandise contact the Administration Office immediately, this will allow the office staff to hold off paying the invoice until a credit is issued for the returned merchandise. All returned items will be sent by UPS in order to be able to track the delivery of the package and to have proof of return.

## Procedures for Donations to BISD

1. Get a check from the donor made payable to **Brady ISD Operating Fund**.
2. Indicate to Administration Office what will be purchased with the donation.
3. The Administration Office will prepare a budget amendment to be approved at the next board meeting.
4. The Administration Office will post the budget amendment to the proper account(s).
5. Campus principals or department heads will prepare and submit a purchase order for approval.
6. The purchase order is processed, the merchandise is received and payment will be made.
7. The above procedures will ensure proper accounting procedures and inventory, capital outlay, and insurance records.

## Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Administration Office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from Veronica Mireles in the Payroll Department.

## Personnel Records

*Policy DBA, GBA*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made by signing the form which is presented to you in your personnel packet or at any time by submitting a written request to Administration Office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be

released to the public until a request to withhold the information is submitted or another exception for release of information under by law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

## Facility Use

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The Administration Office is responsible for scheduling the use of facilities after school hours. Contact Teresa Lawrence at the Administration Office to request to use school facilities and to obtain information on the fees charged.

## Campus Fundraisers Guideline

1. One fundraiser per semester is allowed for clubs and organizations.
2. Individual classes are not to have fundraisers, but will work through the campus PTO.
3. Fundraisers must be approved by the campus principal.
4. Special circumstances involved in fundraising must be approved by the superintendent (example: student pictures, book fairs).

## School Nutrition

The Brady ISD School Nutrition Department provides the opportunity to purchase a meal from each campus cafeteria. Various options are available to provide lunch and breakfast at ala carte prices or a “value meal” pricing. Please note the following options for your convenience.

**\*\*It is our intent to provide cost effective choices. The Board of Trustees have approved that employees may choose to receive a second entrée to include in their meal.**

### **Adult Breakfast      \$3.10**

Consists of milk; juice or fruit; and a choice of one or two items which include bread/cereal; meat/meat alternate. These items may also be purchased at ala carte prices.

**Adult Lunch** provides several options. Choices are available at every campus location.

1. **Basic meal\*** cost is \$4.75, and this includes a choice of five items up and to two entrees: 2 ounces meat/meat alternate; up to 1 cup vegetable serving and 1cup fruit serving; 1 bread/grain serving and 8 ounce milk. Meal is unit priced with a selection of three to five items. **Additional items are priced ala carte.**
2. **Second and third menu options** are also available and order must be placed by 8:15 a.m. at the campus cafeteria, by emailing or calling in your choice. Cost is \$4.75. This includes

a 2 ounce meat or meat alternate, 1 cup vegetable, 1 cup fruit, grain and milk. Second and third menu options vary by season. They could include various specialty sandwiches, scratch made soups, stuffed potatoes, and specialty salads. Menus will be provided.

**Brady ISD staff and their children have the privilege of charging meals and ala cart items.**

**Payment of charges must be paid by the 25<sup>th</sup> of each month. If cafeteria charges for yourself or your children have not been paid by the specified time, the total charges will be payroll deducted from the employee's pay check on the following payday. For other payment arrangements please contact Brenda Ruiz at 597-2529.**

**If there are outstanding charges after this time, the CHARGE POLICY for students takes effect. After three (3) meal charges, the students are provided a nutritious snack consisting of (1) milk and (1) peanut butter sandwich.**

**No ala carte items may be charged until accounts are paid in full.**

30c10 Voluntary assignment of wages, loans, and advances.

(b) While loans and cash advances made by an employer are not "facilities", the principal may be deducted from the employee's wages, even where such a deduction cuts into the minimum wage or overtime due under FLSA. Deductions for interest or administrative costs on the loan or advance are illegal to the extent that they cut into the minimum wage or overtime pay. The existence of the loan or advance shall be verified to the extent possible.

## **Termination of Employment**

### **Resignations**

*Policy DFE, DHB*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees, which includes a statement of the reasons for resigning. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other person designated by board action.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to*

*Texas Education Agency on page 82. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.*

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

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

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

*Policies DF Series, DHB*

Employees on probationary and 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 nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Report to Texas Education Agency on page 82. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

## **Dismissal of Noncontract Employees**

*Policies DCD, DP*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic

information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 53.)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

## **Discharge of Convicted Employees**

### *Policy DF*

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or their person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

## **Exit Interviews and Procedures**

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

## **Reports to Texas Education Agency**

### *Policies DF, DHB, DHC*

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

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

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

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

## Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

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

# Student Issues

## Equal Educational Opportunities

*Policies FB, FFH*

In an effort to promote nondiscrimination and required by law, Brady ISD does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

## Student Records

*Policy FL*

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

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

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus administrator for assistance.

## Parent and Student Complaints

*Policy FNG*

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

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

## **Administering Medication to Students**

*Policy FFAC, FFAF*

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

## **Dietary Supplements**

*Policies DH, FFAC*

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

## **Psychotropic Drugs**

*Policy FFAC*

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

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

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis

- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

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

## **Student Attendance**

*Policy FEB*

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

## **Bullying**

*Policy FFI*

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying including cyber bullying, to the campus principal. The district's policy Update 109) (includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

---

**Note:** This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

---

BULLYING PROHIBITED	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
EXAMPLES	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
RETALIATION	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
EXAMPLES	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
FALSE CLAIM	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
TIMELY REPORTING	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
REPORTING PROCEDURES	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
STUDENT REPORT	
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
NOTICE OF REPORT	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
PROHIBITED CONDUCT	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy

	FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.  The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances
DISCIPLINE	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.  The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
TRANSFERS	The principal or designee shall refer to FDB for transfer provisions.
COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
RECORDS RETENTION	Retention of records shall be in accordance with CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

## **Hazing**

### *Policy FNCC*

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

## **SAFETY POLICIES AND PROCEDURES**

### **Some simple rules of safety**

- ❖ Walk slowly
- ❖ Wear proper shoes
- ❖ Watch where you are going
- ❖ Do not rush!
- ❖ Don't fail to get help when it is needed

### **Four causes of accidents**

- ❖ Improper lifting
- ❖ Failing to use or observe “Wet Floor” signs
- ❖ Failing to clean up spills
- ❖ Improper use/storage of equipment and/or materials

### **Some suggestions to remember when using a wheelchair (when applicable)**

- ❖ Always lock wheels
- ❖ If wheels won't lock, brace wheelchair against the wall
- ❖ Tell individual what you are going to do. Ask for his/her help if possible
- ❖ Keep your knees bent and feet slightly apart

### **Some ways a slip and fall injury can be prevented**

- ❖ Always clean up spills
- ❖ Use and observe “Wet Floor” signs

- ❖ Always mop hallway one side at a time

### **Proper lifting techniques when lifting heavy equipment or boxes**

- ❖ Get help
- ❖ Think before you lift
- ❖ Bend your knees
- ❖ Keep weight close to you
- ❖ Lift with your legs, not your back

### **Safety precautions to be used in kitchens**

- ❖ Always wear protective gloves or pads when handling hot items
- ❖ Keep knives in the proper racks
- ❖ If you spill it, wipe it up!
- ❖ Wear protective gloves when handling trash

### **Safety suggestions when placing supplies on shelves**

- ❖ Put heavy items on lower shelves and put lighter items on higher shelves
- ❖ Use step stools or ladders, not chairs or shelves

### **Avoid back injuries while lifting objects**

- ❖ To lift object, squat or bend knees, take hold of item and straighten up
- ❖ Divide weight of object between both hands
- ❖ Leg or thigh muscles must be used for lifting objects
- ❖ Keep back straight when lifting
- ❖ Keep object close, avoid reaching, do not jerk
- ❖ Secure firm footing before lifting
- ❖ Ask for assistance with heavy objects
- ❖ Use weight life belt for lifting heavy objects.

### **Avoid electrical shock from wall outlets/electrical cords**

- ❖ Never attempt to plug/unplug cord with wet hands or while on wet floor.
- ❖ Report cracked wall cover plates and grayed or broken cords immediately.
- ❖ If you notice a tingling sensation, sparks or smoke when using a machine, stop using it immediately. If possible, unplug and put a warning sign on it. Report the condition to

someone who has the authority to correct the situation. Do not attempt electrical repairs.

- ❖ Electrical extension cords should be 3-wire grounded type of the proper gauge for the application. They should be arranged so as not to cross walkways, create tripping hazards, or be vulnerable to physical damage in wet locations.
- ❖ Do not overload electrical circuits by attaching multiple appliances with adapters or extension cords to wall outlets.
- ❖ Ensure that all power cords on electrical appliances are designed for the appliance in use. Replacement cords should follow the manufacturer's recommendations for proper grounding.
- ❖ Use floor conduits, special tape or covers to cover and securely fasten cords to floor or walls
- ❖ Do not use extension cords as a substitute for permanent electrical wiring.
- ❖ Make sure electrical or phone outlets in the floor are protected to prevent tripping or physical damage to the electrical installation

### **Avoid injuries from slips, falls, wet floors, foods, spills, and trash**

- ❖ Wear supportive, closed-toe shoes
- ❖ Clean up spills and trash
- ❖ Identify wet floors
- ❖ Stay off wet floors
- ❖ Walk, don't run or slide across floor
- ❖ If cleaning, mop and then "dry mop" a small area at a time

### **Avoid bruises, lacerations, skin tears**

- ❖ Keep all drawers, doors, etc. closed
- ❖ Knock before entering a room
- ❖ Take time to look before leaving a room

### **Avoid bruises, contusions, abrasions or crushing injuries when transporting full carts**

- ❖ Pull cart slowly. Do not push cart
- ❖ Never overload cart so as to block the view
- ❖ Avoid narrow areas
- ❖ Be alert and pay attention to where you are going

## **Avoid burns and skin reactions due to contact with chemicals and/or contaminants**

- ❖ Some jobs will require handling chemicals, which may or may not be hazardous. Each person using chemicals should be able to distinguish between hazardous and non-hazardous chemicals.
- ❖ Any product containing chemicals should have a warning/information label that lists the chemicals, the manufacturer, and hazardous ingredients, and spill and emergency information. DO NOT use any product without a label.
- ❖ Avoid skin contact. Wear proper protective attire
- ❖ Handle chemicals cautiously
- ❖ Never spray toward face or toward another person
- ❖ Use proper mixing ratio
- ❖ If cleaning compounds produce fumes, use only in well-ventilated area
- ❖ Mix only those chemicals together for which specific instructions have been written, to avoid making a dangerous combination
- ❖ Wash promptly if any chemical comes in contact with skin
- ❖ Use eyewash at eye wash station if and when necessary
- ❖ Use heavy rubber gloves when necessary
- ❖ Use heavy leather (or other appropriate) gloves when handling trash

## **Avoid cuts from knives, china, glassware**

- ❖ Use care in handling
- ❖ Use broom and dustpan to clean up broken dishes/glass
- ❖ Keep knives in proper storage place, i.e. special rack/drawer
- ❖ Do not put knives or other sharp objects in sinks
- ❖ When knife is in use. point away from body
- ❖ If knife falls, do not try to catch it; let the knife fall to the floor
- ❖ Pick up knives by handle only
- ❖ Pay special attention to work when using knives and do not daydream
- ❖ If a knife, plastic wrap or foil box falls, do not try to catch it; get out of the way
- ❖ Chipped glasses or china should be discarded
- ❖ Do not mix glass or china articles with pots in sink
- ❖ In the event of breakage in sinks, removed large pieces carefully by hand; allow remaining pieces to collect in the screen, then remove, empty and replace screen

## **Avoid burns**

- ❖ Use only dry towels, mitts, or potholders when handling hot utensils
- ❖ Remove pot and pan covers slowly and tilt cover sideways to allow steam to escape in a direction away from hands or face

- ❖ Turn handles of cooking utensils away from edge of stove; always regard stove as hot
- ❖ When removing heavy containers from stove/oven, always ask for assistance
- ❖ When drawing hot beverages, the spigot should be turned slowly to avoid splashing
- ❖ When placing food in hot grease, do not drop food but let food slide in gently to prevent hot grease from splashing
- ❖ Avoid overfilling containers with hot liquids or foods

### **Avoid electrical equipment hazards in food preparation**

- ❖ Never use any machine unless trained in its use
- ❖ All electrical appliance switches should be in the OFF position before being plugged into an outlet
- ❖ Use safety devices as provided on the equipment
- ❖ Report any malfunctions immediately
- ❖ Operate electrical equipment according to manufacturer's instruction
- ❖ Turn switch to OFF and unplug before adjusting or cleaning machine
- ❖ Keep fingers, hands, knives, spoons, etc. away from moving parts
- ❖ Do not remove food until moving parts are stopped
- ❖ Take particular care when cleaning slicing machine: Disconnect machine; turn gauge to zero; Do not touch cutting edge; Clean blade from center out
- ❖ Never wear pins or jewelry that might drop into food or into machine, or cause scratches
- ❖ Do not wear loose sleeves, sashes, ties, etc. when working with grinders, mixers, etc.
- ❖ Do not allow fluids to overflow or seep into electric motor housing
- ❖ Remember that electric motor housing can become hot to the touch when machine is operated for long periods of time or allowed to overheat
- ❖ Garbage disposal: Do not place bones, utensils or any solid objects inside disposals
- ❖ Check garbage disposal for any broken dishes, bones, etc., before turning machine on. Be careful! Do not reach into disposal with fingers!!

### **Avoid injury from mowers**

- ❖ Keep gasoline in approved safety cans and keep them properly labeled
- ❖ Pick up rocks, wire, etc., before mowing and watch for other obstacles
- ❖ Ensure that all safety equipment is properly installed on the mower
- ❖ Do not leave mowers running unattended
- ❖ Do not operate any equipment without proper instruction and training
- ❖ Fill tanks on mowers in well-ventilated areas and do not smoke during the process
- ❖ Wear proper eye protection when mowing, edging or weed eating
- ❖ Keep hands and feet from under the machine
- ❖ Attempt no repairs or clearing of jams on mowing machines without cutting the machine off and insuring that the unit cannot accidentally start

## **Avoid injury using hand and power tools**

- ❖ Keep cutting tools sharp and cut away from yourself
- ❖ Use the right tool for the job
- ❖ Inspect tools prior to use and report faulty tools to supervisor for disposal
- ❖ Use proper eye protection
- ❖ Keep sharp tools such as screwdrivers out of your pockets
- ❖ Ensure that electrical tools are properly grounded
- ❖ Adequately secure all objects being cut or drilled
- ❖ Disconnect power during any repair operations
- ❖ Ensure all blade guards and safety attachments are in place and functioning properly
- ❖ Do not use any equipment you have not been cleared to use

## **Types of alternate duty:**

**Modified Duty:** Modified work is the temporary placement of the injured employee in an existing position. This position is not as physically demanding to the employee as it would be in his or her existing position. The position must accommodate any physical restriction defined by the physician.

**Restricted Duty:** Restricted work is the placement of the injured employee back to their normal position but with some elements of the job removed. For example, a bench assembly worker can perform all aspects of the job except carrying tote bins to the workstation. It must be clear to all individuals involved that the restrictions are mandatory until the physician gives clearance for extended duty.

**Gradual Acclimation:** Gradual acclimation is used when the employee is cleared to perform all duties of his or her normal position, but cannot sustain the exertion of a full workday. This is conceptually similar to work hardening at a physical therapist office. Note that professional work hardening will often still be needed. Gradual acclimation can be combined with other types of alternate duty to provide a full day's work. If the employee is still overcome with hardship, then part time work may be suggested. Slowly the number of hours can increase as the employee improves until a full day is achieved.

**Total Accommodation:** Total accommodation is the identification of special duties, consistent with physical restrictions that are not done by the district on the typical workday. Examples could include special inventory projects, light painting, cleaning small equipment, and the like.

## **Employees benefit from alternate duty:**

- ❖ Recovery time is shortened
- ❖ Injured employees remain active and productive
- ❖ Permanent disability associated with injury is reduced
- ❖ Concerns about continued employment are resolved

- ❖ Full and partial wages are earned bringing the injured employee's income closer to pre-injury wages
- ❖ Stress, boredom, and depression from the injury or the illness are reduced or eliminated
- ❖ Less disruption to injured employee and his/her family lives
- ❖ Loss of physical fitness and muscle tone due to inactivity is prevented
- ❖ Pain and suffering are minimized and overall wellness is promoted
- ❖ Feelings of dependency and lack of control are alleviated.

Brady Independent School District is dedicated to safely return employees to appropriate full, transitional, or modified job duties as soon as medically practical after an injury or illness.

Written documentation of transitional or alternate job assignments will be presented to the employee in a "bona fide offer of employment" letter.

Job assignments will adhere to restriction and limitations. Job assignments continuing beyond ninety (90) days will be carefully supervised to ensure that actual or anticipated improvement of the employee's condition is occurring.

Employees may reject a "bona fide offer of employment", however, rejection of such an offer may present cause for termination of the employee's employment with our organization.