



**EL PASO INDEPENDENT
SCHOOL DISTRICT**
A Texas Certified District of Innovation

Substitute Handbook

2021-2022



Vincent A. Sheffield
Interim Superintendent

Patricia Cortez

Assistant Superintendent Human Resources

Human Resources Department

Irma Pirtle – Executive Director, Talent Acquisition & Personnel Administration

Rosa Ramos – Executive Director, Employee Relations

Jose F. Ventura Ventura – Director, Employee Benefits

Alberto Reyes – Director, Support Personnel

Vacant – Director, Elementary School Personnel & Recruiting

Mercedes Bauerkemper – Director, Middle School Personnel & Recruiting

Vacant - Director, High School Personnel & Recruiting

Juana Gutierrez – Compensation & Employment Compliance Manager

Jennifer Jimenez – Substitute Coordinator
Linda Anchondo – HR Communications Specialist

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THE SUBSTITUTE TEACHER

A. Requirements

1. Complete an online substitute application
2. Attend a Substitute Hiring Fair
 - This event is **MANDATORY** for **ALL** substitute applicants, including former employees
 - Details can be found at: <https://www.episd.org/Page/531>
3. Provide Official Transcripts from an accredited college or university.
 - Must reflect an awarded Bachelor's Degree or higher
 - a. Must specify the conferred or awarded date; letters of completion **will not** suffice.
 - Transcripts submitted to Human Resources after the initial hire date will be considered effective the day they are submitted to HR
 - a. **Any change in pay rate will be retroactive only for the current school year**
4. Obtain fingerprints as mandated for all recommended EPISD applicants and part of the background check process
5. Complete business papers and return to HR
6. Maintain active telephone number
7. Non-Certified Substitutes must complete the **Substitute Prep 101 Online Training**.
 - Exceptions:** Retired/Texas certified teachers (optional)
 - Link and Instructions can be requested by emailing a request to jmjimen1@episd.org or lanchond@episd.org
 - Certificate of completion must be turned into Human Resources prior to granting access to accepting assignments
8. Provide own transportation to/from assignments
9. Reside in the United States
10. Speak, read and write English
11. Comply with Dress Code Policy (Policy DH Regulation)
12. It is recommended you provide your own laptop/device for assignments that require Face-to Face and/or Virtual teaching.

B. Retired Teachers – Employment after Retirement

1. It is incumbent upon the retiree to understand the current laws and rules pertaining to employment after retirement.
2. For clarification regarding these laws and rules log on to:
 - <http://www.trs.state.tx.us> on the Quick Links menu bar click on Retiree and Beneficiaries, select “Publications” then TRS Brochures and click on “Employment after Retirement” or call 1-800-223-8778.

General Information

A. Hours of employment

1. In general schools are in session as listed below:
 - 8:15 a.m. – 3:25 p.m. Elementary Schools. *
 - 7:50 a.m. - 3:00 p.m. Middle Schools. *
 - 8:45 a.m. - 3:55 p.m. High Schools. *

*** Hours may vary from campus to campus – the indicated time above is a general start time.***
2. Substitutes should arrive no later than 30 minutes prior to the assigned job time.
3. All substitutes are entitled to a 30-minute duty free lunch period.
4. Substitutes must remain on duty until the end of the day, even if they have a last hour conference period.
5. If an emergency arises and you must leave your assignment early, **you must notify** the Principal, and/or secretary, before you leave.

B. Rate of pay for substitute teachers

1. Substitutes will be paid at the approved rate for the current school year.
2. Substitutes who work on a long-term assignment of ten consecutive days or more will be paid at the approved long-term rate of pay for the current school year.
3. A substitute who is on a long-term assignment and has **one day of interruption WILL remain on** the long-term pay rate. If there is **more than one day of interruption**, the system **WILL REVERT BACK** to the original starting pay until the assignment reaches the tenth consecutive day again, at which time the long-term pay rate will again be paid.

4. Substitutes will be paid according to the provided Payroll Schedule which is located in the ***My For Substitutes Portal*** under the *Documents* section. Any questions concerning pay should be directed to the campus first then the Substitute Coordinator at (915) 230-2035.

C. Texas Teaching Certificates

1. Substitutes who hold a valid Texas Teaching Certificate are responsible for notifying Human Resources, so that it may be filed in the employee's profile.
 - This includes additional and renewed certifications.
2. Substitute teachers with a valid Texas Teaching Certificate will be paid the "Certified Teacher" rate **ONLY** if the following conditions are met:
 - The position is a vacancy or long-term status (10 consecutive days or more), **AND**
 - The substitute is certified in the discipline of the vacancy
3. When a substitute teacher accepts a long-term assignment (10+ consecutive days), in which they are certified to teach they **must notify the secretary at that campus immediately**. This will ensure the appropriate pay rate is set.

Responsibilities

A. Sub job notes from teacher/campus listed on assignment posting

1. Notes are located in the "Info" column of the *Search for Jobs* section in My For Substitutes.
2. Click on the  icon to view a pop-up with the additional instructions for the assignment.
3. Pertinent information may include:
 - Campus reporting times for assignments that require travel to different campuses such as for Orchestra, Art, etc.
 - Pass information for campuses located on Fort Bliss.
 - Instructions from the campus regarding events of the day such as changing from class to class due to a campus event.

Substitutes are responsible for reading notes for each accepted assignment.

B. Cancellations

- **Cancellations allowed no later than 3 hours prior to the start time.**
- **No more than 3 assignment cancellations per school year will be accepted.**

1. A substitute who is unable to fulfill an assignment **must inform the principal and/or Secretary immediately.**
 - With this “**cancellation**”, the substitute will be responsible for providing written communication by email to either the Principal or the Secretary with the reason for the cancellation.
 - Principals/Secretaries contact information is located at www.episd.org
 - i. Scroll to the bottom of the page and select Staff Directory.
 - ii. Filter the EPISD Directory by selecting the **locations** section, campuses will be listed on the right side
 - Substitutes must keep their written documentation in the event the limit of three cancellations is met and they are requested to meet with the Human Resources Director.
 - If unable to send email, you are strongly advised to leave the campus a voice-mail with your name, employee ID# found on the back of your badge, the teacher/assignment and reason for cancellation.
 - **All** cancellations are recorded in to the system and time-stamped.
 - Any substitute who cancels three assignments during the school year may be inactivated from the substitute list for future assignments and removed from all future jobs that have been accepted. A meeting with the HR Director/Designee will be held to have these cancellations reviewed. The HR Director/Designee will determine the outcome of the substitute teachers’ status with EPISD.

C. No Shows

- **No more than 3 “No Shows” per school year will be permitted.**
1. If no communication to the campus (Principal, Secretary or teacher) is made regarding an assignment cancellation then it will be recorded as a “**No Show**”.
 - Warning letters will be mailed out after the second ‘no show’.

- Substitutes that reach **3 “no shows”** will be:
 - i.* Temporarily inactivated from the system and restricted from all sub jobs;
 - ii.* Any substitute who “No Shows” for three assignments during the school year may be inactivated from the substitute list for future assignments and removed from all future jobs that have been accepted. A meeting with the HR Director/Designee will be held to have these “No Shows” reviewed. The HR Director/Designee will determine the outcome of the substitute teachers’ status with EPISD.

D. Swiping and Signing-in at the campus

4. Substitutes are permitted to swipe in 10 minutes prior to the scheduled time. Office staff will direct you to the nearest time clock.
 - All **Daily Substitutes, including teachers, nurses, administrators and counselors**, must SWIPE in at a Time Clock at the beginning and end of an assignment. Swiping in and out at lunch is not necessary.
 - All **Hourly Substitutes, including paraprofessionals, campus patrol, clerks, food service, custodians and transportation**, must SWIPE in at the beginning, out/in for lunch, and then out at the end of the assignment.
 - Missed swipes and/or pay should be addressed at the campus first.
 - It is recommended that substitutes track assignments on a calendar to assist them when reviewing their paystub.

E. Leaving job assignment without permission

1. Notify office staff before leaving an assignment prior to scheduled release time.
2. Unexpected emergency leave must be cleared by the Secretary/Principal.
 - a.* Compensation will be reviewed and any necessary adjustments will be made that may result in no pay for the assignment.
3. Leaving the assignment without permission is subject to **termination**.
 - a.* Failure to follow District Policies/Procedures or to carry out responsibilities is subject to **termination**.

F. Substitute Contact Information

1. Substitutes should keep their contact information up-to-date in the EPISD system.

2. The work contact number you list in the system should be set as the main EPISD number. The Campus Directory will display this number on the day of your assignment.
3. A valid personal contact number must be listed in order for the system to send you identity verification codes to allow you access.
4. Log on to the TEAMS Employee Service Center - then click on the "*My Personal Information*" menu. **DO NOT** leave phone messages regarding such changes.

G. Availability

1. The substitute may make changes to days of availability by logging into the *My For Substitute* portal, then selecting the Availability menu on the left-hand side. Proceed to select "Available" on the calendar for the designated availability days.

H. Substitute Status

1. The substitute is hired on an as needed basis and sub jobs are available in the *My For Substitutes portal* as needed by campus/teacher. There is **no guarantee** that the substitute will secure an assignment every day.
2. Based on the needs of the campus, assignments are subject to be changed by the principal once the substitute reports.
3. The substitute is hired for the current school year only and is expected to complete the **renewal** process by the deadline date to be placed on the returning list for the following school year.
4. **To remain active, you must accept a minimum of 4 jobs per month. Failure to do so, will result in an end to your employment status for the year. However, you may reapply the following school year if you choose to continue as a substitute.**

I. Resignation

1. Separation Notices may be filled out in person at Human Resources.
2. You may also request a Separation Notice be sent to you by email from the Substitute Coordinator. The document must be returned by email, in person, or postal mail with your signature to be processed.

Instructional Responsibilities

A. Lesson Plans

1. Substitutes should review any notes on the sub job regarding lesson plans.
2. If no notes are available on the sub job, then the substitutes should communicate with the front office and/or neighboring teacher regarding lesson plans for the day.
3. The substitute is responsible for following the lesson plans left by the teacher. If lesson plans are not left, the substitute **must** notify the principal's office immediately.

B. Visits to the schools

1. New substitutes may contact the campus Secretary/Principal to request a school visit prior to an assignment to familiarize yourself with the campus.
2. If approved **the substitute is required to have his/her ID Badge upon arrival.**
3. Visits to some schools at different grade levels can assist in becoming familiar with specific instructional techniques, lesson plans, teaching materials, instructional equipment and any attendance keeping procedures.
4. Please be mindful of testing days and or District Breaks when making your request, this approval is at the discretion of the principal.

C. Long-term and day-to-day assignments

1. When the substitute is hired on a long-term basis, all work assigned should be graded and recorded in the proper place, unless otherwise directed by the principal.
2. The substitute should make every effort to preserve the regular routine of the class(s) and to perform all the duties expected of the regular teacher.
 - Students should be engaged in instructional activities during instructional time.
 - The substitute must actively monitor the class during instructional time.
 - The substitute may make calls before or after instructional time.
 - Contact with the regular classroom teacher is of utmost importance if the assignment is a long-term assignment. **This should be discussed with the principal, and the principal will make the contact if he/she deems it necessary.**
 - The substitute should arrange for a parent conference **only after** consulting with the principal.

- The substitute is responsible for students, equipment, and materials assigned to his/her care.
3. Long-term substitutes may be required, at the discretion of the principal, to attend staff development, parent/teacher conferences or remain on campus during early-release days. The higher rate of pay awarded on long-term assignments allow for the substitute to participate in events like these.
 4. On a day-to-day assignment the substitute, should leave the assignments for the teacher to examine.

Note: Campuses located on Fort Bliss and Visitor Pass Information

1. Bliss Elementary, Logan Elementary and Milam Elementary are all located on Fort Bliss.
2. It is the responsibility of the substitute to obtain the required Visitor's Pass to gain access to these campuses.
 - Present a valid U.S. Government Issued ID (driver's license, passport, State ID, etc.)
 - ***EFFECTIVE JANUARY 2016: Driver's Licenses from Arizona, Missouri, Illinois, Minnesota, and Washington are **no longer accepted as a valid single form of ID to access Fort.** Visitors who possess Driver's Licenses from these states should bring an alternate form permissible ID for access to include: U.S. Passport or U.S. Passport Card, or additional options listed here.***
 - It is recommended the pass be **obtained the day prior** to scheduled assignment.
 - Keep in mind that Fort Bliss does experience **high traffic days** and wait at the visitor center or gate may be longer than expected.
 - If obtaining on the day of the assignment, you must plan accordingly to allow enough time for pass to be processed and access to the base granted at the gate to arrive to assignment on time.
 - Passes and entrance may be obtained through the following visitor centers:
 - i. CHAFFEE GATE*** - located at 2527 Chaffee Rd off SPUR 601, this office is open 24 hours a day, 7 days a week.
 - ii. BUFFALO SOLDIER GATE*** – located on Buffalo Soldier Rd, this office is open Monday – Friday from 5:00 AM to 9:00 PM.

Campus Procedures

A. Campus Arrival

1. Arrival may be 10 minutes prior to the scheduled start time listed on assigned job.
2. The substitute should proceed to the campus office upon arrival.
3. Sign-in on the substitute sheet and swipe in at the time clock.

B. Taking Attendance

1. Substitutes are **required** to post attendance online; you will need to have your User ID and password. Contact the Help Desk at 915-230-2601 if in need of this information.
2. Instructions and a 'how to' video can be found by logging into the My For Substitutes Portal and clicking on the documents tab found on the left-hand side of the page.
3. Schools may differ in attendance reporting procedures; the substitute should inquire at the office.
4. It is imperative that accurate attendance be kept in recording student absences.
Students are not allowed to take attendance.
5. If a student arrives late to class, he/she should be sent to the office for an entrance pass (*if this is what is done at the school*). The substitute should acquaint himself/herself with the appropriate procedure.
6. At the high school and middle school level, attendance is taken and absences or tardies are reported for each period of the day.
7. At the elementary level, the attendance-reporting period is at 10:00 a.m. The substitute should check with the office or a neighboring teacher if specific instructions were not left regarding this duty.

C. Classroom Procedures

1. The substitute should check with the campus (at least twice in the day) regarding the mailbox in case the office staff or teacher may have left additional instructions or materials that need to be distributed.
2. The substitute should check for lesson plans, if available. If there is something that he/she does not understand, the neighboring teacher is the best source of information.

3. The substitute should check the lesson plans for general instructions for attendance, seating charts, books, and other instructional materials to be used for the day.
4. The substitute should check for the name of a student who can help locate books and materials and can lend a helping hand in several ways. Most teachers will leave the name of a student or two, attached to either the lesson plans.
5. It is a clever idea for the substitute to use a temporary roll sheet at any grade level to indicate grades, absences and tardies instead of writing in the teacher's grade book unless, of course, the teacher has specific instructions as to how and where to make entries.
6. Personal cell phone use is **NOT allowed** in classrooms with students present.

D. Lunch Instructions

1. If the substitute does not find instructions for the distribution of lunch cards, check with the office or one of the neighboring teachers (some schools do not use lunch cards).
2. In some schools, the substitute will be asked to turn in a lunchroom count to the office by a certain hour of the morning.
3. The substitute **should NOT dismiss the students early** for lunch. Follow the bell schedule for the campus.
4. All substitutes will have a thirty-minute uninterrupted lunch.
5. If there is a lunchroom, playground or hall duty assigned to the teacher, the substitute must report to this duty.

E. Money

1. Money should not be collected or left in the teacher's desk. It must be taken to the office and a receipt will be obtained.

F. End of the day

1. Substitutes that have taken a teacher assignment for the day may leave once all students have been picked up or taken to the front office. **EXCEPT, if the last hour of the assignment is a conference period, the substitute is then required to remain on duty until the end of the day.**

2. Before leaving for the day, make sure the room is locked and everything is left as it was found.
3. It is recommended for the substitute to leave a note for the teacher letting him/her know how the day went.
4. At the end of the day, the substitute should take any remaining children to the front office, turn in all keys and swipe/sign out.
5. Depending on the need of the campus the substitute may be retained, released or may be pre-arranged to another assignment within the same campus.

Students

A. Discipline

1. Corporal punishment is **not** to be administered.
2. Students are **not** to be manhandled.
3. The substitute should **not** use profanity or sarcasm or ridicule the students.
4. The substitute should **not** stand students in the hallway for disciplinary purposes.
5. If a student is keeping the substitute from conducting class, a discipline form should be filled out. The form should be sent to the office with another student, and the student should be sent to the assistant principal in charge of discipline.
6. For the substitute to meet with success in disciplining the students, he/she must be fair, firm, and consistent.
7. Fraternization with the students is **strictly prohibited**.
Any of these actions, are and could be grounds for termination.

B. Issuing passes to students

1. **Never** allow any student to leave the room without the appropriate pass.
2. In issuing a pass to go to the nurse, the substitute should check with the office to make sure that the nurse is available.
3. **Do not** allow more than one student at a time to leave the classroom.
4. Students should **not** be allowed to go to the library unless the regular classroom teacher has previously made arrangements with the librarian. This would be indicated in the lesson plans.
5. **PK & K students should not be sent anywhere without adult supervision.**

C. Leaving the class unattended

The substitute should **never** leave the students unattended. If the substitute must leave the room on an emergency, a neighboring teacher should be asked to keep an eye on the class, or the office should be notified so that arrangements can be made.

D. Fire Drills

1. The substitute should acquaint himself/herself with fire drill procedures. These procedures are usually located in the lesson plan book or on a bulletin board in the classroom.

Evaluations

A. Substitute Evaluations

1. The principal will evaluate substitutes when the substitute's work has been unsatisfactory and a conference may be held with the substitute.
2. The principal will submit the report to Human Resources and may request that the substitute not return to the campus.
3. When the evaluation is received by HR, it will be immediately processed. A formal letter will be mailed to the substitute with a copy of the evaluation.
4. The substitute will have 10 working days to submit a rebuttal to HR for review.
5. Any substitute that has received 2 negative evaluations in the same school year will be:
 - Temporarily restricted from access to assignments
 - Contacted by Human Resources to schedule an appointment to meet with the HR Director/Designee.
 - i. The HR Director/Designee will determine if the substitute will be re-activated or removed from the EPISD system.
6. Written complaints from three different schools may be grounds for termination.

A substitute who fails to follow District policies and procedures or fails to carry out his/her responsibilities is subject to termination.

Benefits

A. Insurance

1. Any substitute is eligible to buy Health Insurance under the TRS-AC Health Plan.
2. **You have 31 days, to enroll from the date of hire**, please see the flyer from Employee Benefits found in the 'My For Substitute' portal or your substitute packet for more detailed information.
3. After the 31 days expire, you will be unable to enroll until the next open enrollment.
4. On-the-job injuries should be reported ***immediately*** to the principal and the proper form completed within twenty-four hours of the injury.
5. If eligible, Worker's Compensation is offered for substitutes.

B. Workers' Compensation Insurance (Policy CRE)

1. The district, in accordance with state law, provides Workers' compensation Benefits to employees. The district provides workers' compensation coverage through self-insurance, which pays for reasonable and necessary medical treatment and provides temporary income benefits (TIBS) to compensate the employee for lost wages due to a compensable injury. Specific benefits are prescribed by law depending on the circumstances of each case.
2. All work-related accidents must be reported to your supervisor ***immediately***. Employees with questions or concerns relating to Workers' Compensation Insurance can contact Risk Management at (915) 230-3270 or on line at www.episd.org/departments and click on the link "Risk Management".

Campus Patrol, Paraprofessionals and Clerical Substitutes

A. Requirements

1. Reside in the United States.
2. Speak, read, and write English.
3. Complete an online application.
4. Provide a copy of High School Diploma or GED.

- a. (**Paraprofessionals must provide college transcripts showing 48+ college credit hours or more**).
5. Maintain an active telephone number and email address to remain active as a substitute.
6. **Sub Campus Patrol** are **required** to meet with HR for an interview and review of application.
7. **Sub Clerks** are **only** hired on an as needed, case by case basis.

B. Rate of Pay

1. Substitutes will be paid at the approved hourly rate for the current school year.
2. Review the Substitute Rate sheet for detailed information.

Nurses

A. Requirements

1. Reside in the United States.
2. Speak, read, and write English.
3. Complete substitute online application.
4. Contact Health Services at 915-230-2100 to schedule a mandatory interview.
 - a. Health Services will send recommendation of approved applicants.
5. Present official transcripts from an accredited college or university indicating a minimum of an Associate's Degree or higher in Nursing.
6. Provide a copy of a valid Texas R.N. License and BLS certificate.
7. Maintain an active telephone number and email address in order to remain active as a substitute.

B. Rate of Pay

1. Substitutes will be paid at the approved daily rate for the current school year.
2. Review the Substitute Rate sheet for detailed information.

Librarians

A. Requirements

1. Reside in the United States, speak, read, and write English.
2. Complete a substitute online application.
3. Provide an official transcript showing minimum of Bachelor's Degree or higher from an accredited college or university.
4. Must complete two (2) training days for elementary and secondary sites (for both the circulation and public access catalog) to become familiar with the automated functions within the district libraries. Contact Mr. Armando Loera, Library Services Director, at 915-230-2401 or by email at aloera@episd.org for an interview.
5. Maintain an active telephone number and email address in order to remain active as a substitute.

B. Rate of Pay

1. Substitutes will be paid at the approved daily rate for the current school year.
2. Review the Substitute Rate sheet for more information.



Prohibition of Harassment

1. **Prohibition of Harassment** - The District condemns and prohibits harassment of an individual on any basis prohibited by law, excluding, but not limited to, the individual's race, color, creed, age, sex, religion, national origin, marital status, ancestry, citizenship, military status, or mental or physical disability. This prohibition covers all District employees, including administrators, teachers, and support staff as well as all District contractors, agents, and consultants.
2. **Sexual Harassment**- For provisions prohibiting sexual harassment to and by District employees, see DIA (LEGAL).

A. Behaviors that constitute Prohibited Harassment:

Harassment includes, but is not limited to:

1. Verbal harassment, including cyber-harassment such as name-calling, derogatory comments, or slurs;
2. Physical harassment such as assault or aggression; threatening or intimidating conduct; impeding or blocking movement, or any physical interference with normal work or movement directed at an individual;
3. Visual forms of harassment such as derogatory drawings, cartoons, or posters;
4. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such as name-calling, suggestive comments, and lewd talk/jokes.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning the individual's employment in the district:
 - a. If submission to such conduct is made a term or condition of employment;
 - b. If submission to, or rejection of, such conduct is the basis for employment decisions;
 - c. If such conduct interferes, with the individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

B. Reporting Procedures

1. If any employee believes that he/she is the victim of harassment by other employees, supervisors, clients, customers, vendors, or visitors, that employee should immediately report the incident to his/her immediate supervisor, and may file a grievance pursuant to Board Policy DGBA. If the immediate supervisor is involved in the reported conduct, or if for any reason the employee feels uncomfortable making a report to that supervisor, the report should be made to another person within the chain of command immediately, or he/she may, at his/her option, report the matter directly to the District's Compliance Officer.

C. District Action

1. The district will investigate any such report and will take whatever corrective action is deemed necessary, including disciplining, or discharging any individual who is believed to have violated the prohibition against harassment. The district does not tolerate harassment of any kind and will take appropriate disciplinary action whenever such harassment is demonstrated. Any individual who engages in such conduct contrary to this policy may be personally liable in any legal action brought against him or her.

EPISD Title IX Resources

Title IX Portal <https://www.episd.org/Page/10346>

Title IX Coordinators:

Students: Kelly Ball klball@episd.org, (915) 230-2856

Employees: Rosa Ramos rvparga@episd.org, (915) 230-2031

Assault Leave

1. Assault leave provides extended 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 injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

2. 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.

Acceptable Use of Technology- Policy CQ (Regulation & Exhibit)

Access to the District's electronic communications including Internet, shall be made available to students, parents, VIPs, and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations. Any violation of the regulations is unethical and may constitute a criminal offense. Furthermore, any violation may lead to revocation of access, disciplinary action and/or appropriate legal action may be taken. An employee must fill out the "Nonstudent Acceptable Use Agreement for Internet Access" and return to Human Resources.

Policies

[TECHNOLOGY RESOURCES CQ\(REGULATION\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(LOCAL\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(LEGAL\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(REGULATION\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(EXHIBIT\)](#)

[EMPLOYEE WELFARE](#)

[FREEDOM FROM DISCRIMINATION, HARASMENT, AND RETALIATION DIA\(LEGAL\)](#)

All EPISD Employees are required to follow all EPISD policies including those not reference in this Handbook

