

Updated September 5, 2018



Follow us on
Facebook and Twitter
@FortWorth_ISD

2018-2019

EMPLOYEE HANDBOOK

FORT WORTH INDEPENDENT SCHOOL DISTRICT



Table of Contents

Introduction	6
District Information	6
Description of the District	6
Mission Statement, Goals, and Objectives.....	6
Board of Trustees	7
Board Meeting Schedule	8
Leadership Team	9
School Calendar	9
Helpful Contacts	18
School Directory	19
Employment	19
Equal Employment Opportunity.....	19
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	21
Health Safety Training	22
Reassignments and Transfers.....	22
Workload and Work Schedules	22
Breaks for Expression of Breast Milk.....	23
Notification to Parents Regarding Qualifications	23
Outside Employment and Professional Services	23
Performance Evaluation	24
Employee Involvement.....	24
Professional Development	25
Compensation and Benefits	25
Salaries, Wages, and Stipends	25
Paychecks.....	25
Automatic Payroll Deposit.....	27
Payroll Deductions.....	27
Overtime Compensation	27
Travel Expense Reimbursement.....	28
Health, Dental, and Life Insurance	28
Supplemental Insurance Benefits.....	28
Cafeteria Plan Benefits (Section 125)	28
Workers' Compensation Insurance	29
Unemployment Compensation Insurance	29
Teacher Retirement.....	29
Leaves and Absences	30
Personal Leave	31
State Sick Leave	31

Local Leave.....	32
Sick Leave Bank.....	32
Family and Medical Leave Act (FMLA).....	32
Local Family and Medical Leave Provisions.....	34
Maternity Leave.....	35
Temporary Disability Leave	36
Regular Leave of Absence.....	36
Workers’ Compensation Benefits.....	37
Assault Leave	37
Bereavement Leave.....	37
Jury Duty.....	38
Compliance with a Subpoena	38
Truancy Court Appearances	38
Religious Observance	38
Military Leave	38
Employee Relations and Communications.....	39
Employee Recognition and Appreciation	Error! Bookmark not defined.
District Communications	39
Complaints and Grievances.....	39
<i>Policy DGBA</i>	39
Employee Conduct and Welfare.....	40
Standards of Conduct	40
Discrimination, Harassment, and Retaliation.....	42
Harassment of Students	42
Reporting Suspected Child Abuse	43
Abuse and Neglect of Children ^[OBJ]	44
Reporting Crime.....	44
Technology Resources.....	45
Employee ID Badge.....	45
Personal Use of Electronic Communications.....	45
Electronic Communications between Employee and Students	46
Criminal History Background Checks.....	48
Employee Arrests and Convictions	48
Alcohol and Drug-Abuse Prevention	49
Tobacco Products and E-Cigarette Use	49
Fraud and Financial Impropriety	49
Conflict of Interest.....	50
Gifts and Favors	50
Copyrighted Materials.....	51
Associations and Political Activities.....	51
Charitable Contributions	51
Safety.....	51
Possession of Firearms and Weapons	52
Visitors in the Workplace	52
Asbestos Management Plan	52

Pest Control Treatment	52
General Procedures	53
Bad Weather Closing	53
Emergencies	53
Purchasing Procedures	53
Name and Address Changes	53
Personnel Records	53
Building Use	54
Termination of Employment	54
Resignations.....	54
Dismissal or Nonrenewal of Contract Employees ^[OBJ]	55
Dismissal/Termination of At-Will Employees.....	55
Exit Interview Forms and Procedures.....	55
Reports to Texas Education Agency	56
Reports Concerning Court-Ordered Withholding	56
Equal Educational Opportunities.....	56
Student Records	57
Parent and Student Complaints	57
Administering Medication to Students	57
Dietary Supplements	57
Psychotropic Drugs.....	58
Student Conduct and Discipline	58
Student Attendance.....	58
Bullying	58
Hazing	58

August 22, 2018

Dear Valued Team Member,

Welcome to the 2018-2019 school year! I am confident that we will continue our successful transformation toward becoming the premier urban school district in Texas and the nation. Enclosed, please find the Employee Handbook, which has been prepared for your use and future reference. The policies highlighted in the handbook will be a helpful guide throughout the school year.

Our more than 12,000 devoted employees provide services to more than 86,000 students. Our District collaborates with community members across the city and region to prepare ALL students for success in college, career, and community leadership. Our vision includes innovative learning for the future including 100 X 25 FWTX; a community-wide partnership with the goal of 100% of all Fort Worth ISD third graders reading on grade level by 2025.

For those of you who are new to our school District, I extend a personal welcome to you on behalf of the entire Fort Worth ISD family.

Best wishes for a successful 2018 – 2019 school year!

Sincerely,



Kent P. Scribner, Ph.D.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful career with FWISD. Not all District Policies and Procedures are included and, those that are have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be sent to the attention of the Chief of Human Capital Management, FWISD – Human Capital Management, 100 N. University Drive, Fort Worth, TX 76107 or via email to patrick.smith@fwisd.org.

This handbook is neither a contract nor a substitute for the official District Policies; rather it is a guide to, and brief explanation of, these policies. The handbook is not intended to alter the at-will status of employees in any way. In the event of a discrepancy between any information contained in the online or paper version of the Employee Handbook and Board Policies, Board Policy will govern. The rights and responsibilities of FWISD employees may be found in Section D, “Personnel Policies – Employee’s Rights and Privileges”. The rights and responsibilities of FWISD students may be found in Section F, “Students”. **District Policies and Procedures can change at any time.** 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. In an effort to ensure a successful school year, it is the employee’s responsibility to be knowledgeable of and adhere to District Policies, Procedures and Administrative Regulations.

The Employee Handbook and District Policies are available on the District’s website on the Human Capital Management webpage.

Legal and local Board Policies that relate to a particular topic are referenced in this Employee Handbook. Information on a subject may be found in legal and/or local policies. Additionally, each reference to a Board Policy has been linked so that employees can quickly go to the website for detailed information. The links are for local policies. If there are not any local policies, then the links are to legal policies.

District Information

Description of the District

The Fort Worth ISD is a multi-ethnic, urban school district with 85,000+ students and 11,000+ employees. The District has 143 campuses that serve all levels from pre-kindergarten through 12th grade, including special populations.

Mission Statement, Goals, and Objectives

Policy AE

MISSION Preparing all students for success in college, career, and community leadership.

Board of Trustees

Legal and/or Local Policies - BA, BAA, BBA, BBB, BBBA, BBC, BBD, BBE, BBF, BBFA, BBG, BDAA, BDAE, BDAF, BDB, BDD, BDE, BE, BEC, BED, BEF, BF

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 from nine single-member districts and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside in the District.

The Board usually meets on the second and fourth Tuesday of each month at 5:30 pm. Unless otherwise provided in the notice for a meeting, Board meetings shall be held at 2903 Shotts Street, Fort Worth. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website on the [Board of Education web page](#) 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 two-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 sessions 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.

2018-2019 Board of Trustees

Tobi Jackson.....	Board President
T.A. Sims, Sr.	1 st Vice President
Ann Sutherland.....	2 nd Vice President
Anael Luebanos.....	Board Secretary
Jacinto "Cinto" Ramos, Jr.	Member
Christene Chadwick Moss	Member
Judy Needham	Member
Norman Robbins	Member
Ashley Paz	Member

Kent P. Scribner, Ph.D. - Superintendent of Schools

Board Meeting Schedule



BOARD OF EDUCATION MEETING DATES

2018-2019 School Year

August 7, 2018	Regular Public Comment	
August 21, 2018	Regular Public Comment	
September 11, 2018	Regular Public Comment	
September 25, 2018	Regular Public Comment	
October 9, 2018	Regular Public Comment	
October 23, 2018	Regular Public Comment	
November 6, 2018	Reserved for Work Session	If needed
November 13, 2018	Regular Public Comment	
December 11, 2018	Regular Public Comment	
January 22, 2019	Regular Public Comment	
February 12, 2019	Regular Public Comment	
February 26, 2019	Regular Public Comment	
March 5, 2019	Reserved for Work Session	If needed
March 19, 2019	Regular Public Comment	
April 9, 2019	Regular Public Comment	
April 16, 2019	Reserved for Work Session	If needed
April 23, 2019	Regular Public Comment	
May 7, 2019	Regular Public Comment	
May 14, 2019	Reserved for Work Session	If needed
May 21, 2019	Regular Public Comment	
June 4, 2019	Reserved for Work Session	If needed
June 11, 2019	Regular Public Comment	
June 25, 2019	Regular Public Comment	
July 16, 2019	Regular Public Comment	

Kent P. Scribner, Ph.D.
Superintendent of Schools

Leadership Team

Clint Bond
Executive Director of External &
Emergency Communications

Sherry Breed
Chief of Equity & Excellence

Vicki Burris
Chief of Capital Improvement Program

Charles Carroll
Chief Academic Officer

Art Cavazos
Chief of District Operations

Barbara Griffith
Senior Communications Officer

Karen Molinar
Chief of Policy and Planning

Jerry Moore
Assistant Superintendent for Strategic Planning

Raul Peña
Chief of Elementary Schools

Cynthia Rincón
Chief of Human Capital Management

Elsie Schiro
Chief Financial Officer, Business Finance

Cherie Washington
Chief of Secondary Schools

Attorney

Alexander Athanason, Staff Attorney

School Calendar

There are four (4) calendars for the 2018-2019 school year on the following pages – (1) the traditional; (2) the Jo Kelly School; (3) Early College High School; and (4) the Alice Carlson ALC. Also included are Key Calendar Dates for each of the four (4) school year calendars.

FORT WORTH INDEPENDENT SCHOOL DISTRICT 2018-19 TRADITIONAL CALENDAR

AUGUST 2018

SU	M	TU	W	TH	F	SA
			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	

SEPTEMBER 2018

SU	M	TU	W	TH	F	SA
						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						

OCTOBER 2018

SU	M	TU	W	TH	F	SA
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			

NOVEMBER 2018

SU	M	TU	W	TH	F	SA
						1
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	

DECEMBER 2018

SU	M	TU	W	TH	F	SA
						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					

JANUARY 2019

SU	M	TU	W	TH	F	SA
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		

FEBRUARY 2019

SU	M	TU	W	TH	F	SA
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		

MARCH 2019

SU	M	TU	W	TH	F	SA
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						

APRIL 2019

SU	M	TU	W	TH	F	SA
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 2019

SU	M	TU	W	TH	F	SA
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	

JUNE 2019

SU	M	TU	W	TH	F	SA
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						

JULY 2019

SU	M	TU	W	TH	F	SA
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			

- HOLIDAYS • NO STUDENTS
- STAFF DAYS • NO STUDENTS
- SEMESTER MILESTONES
- TESTING

100 N. UNIVERSITY DRIVE, FORT WORTH, TX 76107
817.814.2000 • WWW.FWISD.ORG

DATES SUBJECT TO CHANGE

Fort Worth ISD Board Approved - Updated 6/4/2018



Fort Worth
INDEPENDENT SCHOOL DISTRICT

FORT WORTH INDEPENDENT SCHOOL DISTRICT 2018-19 TRADITIONAL CALENDAR

FALL 2018 89 DAYS (TEACHER)
83 DAYS (STUDENT)

SPRING 2019 98 DAYS (TEACHER)
94 DAYS (STUDENT)

AUGUST 2018

- Monday, August 13 - Friday, August 17 – Teacher Prep / In-Service
- **MONDAY, AUGUST 20 – FIRST DAY OF SCHOOL**

SEPTEMBER 2018

- Monday, September 3 – Labor Day
- Friday, September 28 – First Six Weeks Ends

OCTOBER 2018

- Monday, October 1 – Second Six Weeks Begins
- Monday, October 8 – Waiver Day
- Wednesday, October 10 – Report Cards Issued

NOVEMBER 2018

- Friday, November 2 – Second Six Weeks Ends
- Monday, November 5 – Third Six Weeks Begins
- Wednesday, November 14 – Report Cards Issued
- Monday, November 19 - Friday, November 23 – Thanksgiving Break

DECEMBER 2018

- Friday, December 21 – Third Six Weeks and Fall Semester Ends
- Monday, December 24 - Friday, January 4 – Winter Break

JANUARY 2019

- Monday, December 24 - Friday, January 4 – Winter Break
- Monday, January 7 – Teacher Prep
- Tuesday, January 8 – Waiver Day
- Wednesday, January 9 – Fourth Six Weeks and Spring Semester Begins
- Wednesday, January 16 – Report Cards Issued
- Monday, January 21 – Martin Luther King, Jr. Day

FEBRUARY 2019

- Friday, February 1 – Waiver Day
- Friday, February 22 – Fourth Six Weeks Ends
- Monday, February 25 – Fifth Six Weeks Begins

MARCH 2019

- Wednesday, March 6 – Report Cards Issued
- Monday, March 11 - Friday, March 15 – Spring Break
- Monday, March 25 – Cesar Chavez/Dolores Huerta Day

APRIL 2019

- Friday, April 12 – Fifth Six Weeks Ends
- Monday, April 15 – Sixth Six Weeks Begins
- Friday, April 19 – Good Friday
- Wednesday, April 24 – Report Cards Issued

MAY 2019

- Monday, May 27 – Memorial Day
- **FRIDAY, MAY 31 – LAST DAY OF SCHOOL**

JUNE 2019

- Monday, June 3 – Teacher Prep / In-Service
- Tuesday, June 4 - Wednesday, June 5 – Snow Day (No school unless days used)
- Wednesday, June 12 – Report Cards Issued

JULY 2019

- Thursday, July 4 – Independence Day

KEY ● Holidays – No Students ● Staff Days – No Students ● Semester Milestones

7 hours 10 minutes Elementary Instructional Time · 7 hours 15 minutes Secondary Instructional Time



Follow us on
Facebook and Twitter
@FortWorth_ISD

FORT WORTH INDEPENDENT SCHOOL DISTRICT 2018-19 JO KELLY SCHOOL CALENDAR

AUGUST 2018

SU	M	TU	W	TH	F	SA
			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	

SEPTEMBER 2018

SU	M	TU	W	TH	F	SA
						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						

OCTOBER 2018

SU	M	TU	W	TH	F	SA
						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					

NOVEMBER 2018

SU	M	TU	W	TH	F	SA
						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						

DECEMBER 2018

SU	M	TU	W	TH	F	SA
						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						

JANUARY 2019

SU	M	TU	W	TH	F	SA
						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					

FEBRUARY 2019

SU	M	TU	W	TH	F	SA
						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						

MARCH 2019

SU	M	TU	W	TH	F	SA
						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					

APRIL 2019

SU	M	TU	W	TH	F	SA
						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					

MAY 2019

SU	M	TU	W	TH	F	SA
						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					

JUNE 2019

SU	M	TU	W	TH	F	SA
						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					

JULY 2019

SU	M	TU	W	TH	F	SA
						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					

- HOLIDAYS • NO STUDENTS
- STAFF DAYS • NO STUDENTS
- SEMESTER MILESTONES

100 N. UNIVERSITY DRIVE, FORT WORTH, TX 76107
817.814.2000 • WWW.FWISD.ORG

DATES SUBJECT TO CHANGE

Fort Worth ISD Board Approved - Updated 6/4/2018



Fort Worth
INDEPENDENT SCHOOL DISTRICT

FORT WORTH INDEPENDENT SCHOOL DISTRICT

2018-19 JO KELLY SCHOOL CALENDAR

FALL 2018 92 DAYS (TEACHER)
86 DAYS (STUDENT)

SPRING 2019 95 DAYS (TEACHER)
91 DAYS (STUDENT)

AUGUST 2018

- Monday, August 13 - Friday, August 17 – Teacher Prep / In-Service
- **MONDAY, AUGUST 20 – FIRST DAY OF SCHOOL**

SEPTEMBER 2018

- Monday, September 3 – Labor Day

OCTOBER 2018

- Monday, October 1 - Friday, October 5 – Intersession
- Monday, October 8 - Waiver day
- Friday, October 26 – First Nine Weeks Ends
- Monday, October 29 – Second Nine Weeks Begins

NOVEMBER 2018

- Monday, November 19 - Friday, November 23 – Thanksgiving Break

DECEMBER 2018

- Monday, December 24 - Friday, January 4 – Winter Break

JANUARY 2019

- Monday, December 24 - Friday, January 4 – Winter Break
- Monday, January 7 – Teacher Prep / In-Service
- Tuesday, January 8 – Waiver Day
- Wednesday, January 9 – Students Return
- Friday, January 18 – Second Nine Weeks Ends
- Monday, January 21 – Martin Luther King, Jr. Day
- Tuesday, January 22 – Third Nine Weeks Begins

FEBRUARY 2019

- Friday, February 1 – Waiver Day

MARCH 2019

- Monday, March 11 - Friday, March 15 – Spring Break
- Monday, March 18 - Friday, March 22 – Intersession
- Monday, March 25 – Cesar Chavez/Dolores Huerta Day

APRIL 2019

- Friday, April 5 – Third Nine Weeks Ends
- Monday, April 8 – Fourth Nine Weeks Begins
- Friday, April 19 – Good Friday

MAY 2019

- Thursday, May 23 - Tuesday, May 28 – Intersession
- Monday, May 27 – Memorial Day

JUNE 2019

- **WEDNESDAY, JUNE 19 – LAST DAY OF SCHOOL**
- Thursday, June 20 – Teacher Prep / In-Service
- Friday, June 21 – Snow Day (No School unless days used)
- Monday, June 24 – Snow Day (No School unless days used)

JULY 2019

- Thursday, July 4 – Independence Day

KEY ● Holidays – No Students ● Staff Days – No Students ● Semester Milestones

7 hours 10 minutes Elementary Instructional Time • 7 hours 15 minutes Secondary Instructional Time



Follow us on
Facebook and Twitter
@FortWorth_ISD

FORT WORTH INDEPENDENT SCHOOL DISTRICT

2018-19 EARLY COLLEGE HIGH SCHOOL CALENDAR

AUGUST 2018

SU	M	TU	W	TH	F	SA
			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	

Teacher Prep/In-Service: 9, 10, 14, 15, 16 (Yellow)

First Day of School: 16 (Red)

SEPTEMBER 2018

SU	M	TU	W	TH	F	SA
						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						

Labor Day: 3 (Blue)

End of First Six Weeks: 28 (Red)

OCTOBER 2018

SU	M	TU	W	TH	F	SA
						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					

Start of Second Six Weeks: 1 (Red)

Report Cards Issued: 10 (Red)

Hispanic Heritage Month: 15-31 (Purple)

NOVEMBER 2018

SU	M	TU	W	TH	F	SA
						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						

Native American Heritage Month: 1-10 (Purple)

Start of Third Six Weeks: 5 (Red)

Report Cards Issued: 14 (Red)

Thanksgiving Break: 18-24 (Teal)

End of Second Six Weeks: 3 (Red)

DECEMBER 2018

SU	M	TU	W	TH	F	SA
						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					

STAAR Testing: 4-8 (Green)

Teacher Prep: 17-20 (Yellow)

Winter Break: 24-31 (Teal)

Fall Semester Ends: 14 (Red)

JANUARY 2019

SU	M	TU	W	TH	F	SA
						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					

Winter Break: 1-5 (Teal)

Teacher Prep: 7 (Yellow)

Waver Day: 8 (Yellow)

Spring Semester Starts: 9 (Red)

Report Cards Issued: 16 (Red)

Martin Luther King Jr. Day: 21 (Teal)

FEBRUARY 2019

SU	M	TU	W	TH	F	SA
						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					

African American History Month: 1-10 (Purple)

End of Fourth Six Weeks: 23 (Red)

Start of Fifth Six Weeks: 25 (Red)

MARCH 2019

SU	M	TU	W	TH	F	SA
						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					

Women's History Month: 1-10 (Purple)

Report Cards Issued: 6 (Red)

Spring Break: 11-15 (Teal)

APRIL 2019

SU	M	TU	W	TH	F	SA
						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					

STAAR Testing: 10-12 (Green)

End of Fifth Six Weeks: 12 (Red)

Start of Sixth Six Weeks: 15 (Red)

Report Cards Issued: 24 (Red)

MAY 2019

SU	M	TU	W	TH	F	SA
						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					

Asian/Pacific American Heritage Month: 1-10 (Purple)

STAAR Testing: 12-14 (Green)

Last Day of School: 24 (Red)

Memorial Day: 27 (Teal)

Teacher Prep: 28-31 (Yellow)

JUNE 2019

SU	M	TU	W	TH	F	SA
						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					

STAAR Retesting: 12-14 (Green)

JULY 2019

SU	M	TU	W	TH	F	SA
						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					

Independent Day: 4 (Teal)

- HOLIDAYS • NO STUDENTS
- STAFF DAYS • NO STUDENTS
- SEMESTER MILESTONES
- TESTING

100 N. UNIVERSITY DRIVE, FORT WORTH, TX 76107
817.814.2000 • WWW.FWISD.ORG

DATES SUBJECT TO CHANGE

Fort Worth ISD Board Approved - Updated 6/4/2018



FORT WORTH INDEPENDENT SCHOOL DISTRICT

2018-19 EARLY COLLEGE HIGH SCHOOL CALENDAR

FALL 2018 89 DAYS (TEACHER)
81 DAYS (STUDENT)

SPRING 2019 98 DAYS (TEACHER)
92 DAYS (STUDENT)

AUGUST 2018

- Thursday, August 9 - Wednesday, August 15 – Teacher Prep/In-Service
- **THURSDAY, AUGUST 16 – FIRST DAY OF SCHOOL**

SEPTEMBER 2018

- Monday, September 3 – Labor Day
- Friday, September 28 – First Six Weeks Ends

OCTOBER 2018

- Monday, October 1 – Second Six Weeks Begins
- Wednesday, October 10 – Report Cards Issued

NOVEMBER 2018

- Friday, November 2 – Second Six Weeks Ends
- Monday, November 5 – Third Six Weeks Begins
- Wednesday, November 14 – Report Cards Issued
- Monday, November 19 - Friday, November 23 – Thanksgiving Break

DECEMBER 2018

- Friday, December 14 – Third Six Weeks and Fall Semester Ends
- Monday, December 17 - Wednesday, December 19 – Teacher Prep
- Thursday, December 20 - Friday, January 4 – Winter Break

JANUARY 2019

- Thursday, December 20 - Friday, January 4 – Winter Break
- Monday, January 7 – Teacher Prep
- Tuesday, January 8 – Waiver Day
- Wednesday, January 9 – Fourth Six Weeks and Spring Semester Begins
- Wednesday, January 16 – Report Cards Issued
- Monday, January 21 – Martin Luther King, Jr. Day

FEBRUARY 2019

- Friday, February 22 – Fourth Six Weeks Ends
- Monday, February 25 – Fifth Six Weeks Begins

MARCH 2019

- Wednesday, March 6 – Report Cards Issued
- Monday, March 11 - Friday, March 15 – Spring Break

APRIL 2019

- Friday, April 12 – Fifth Six Weeks Ends
- Monday, April 15 – Sixth Six Weeks Begins
- Wednesday, April 24 – Report Cards Issued

MAY 2019

- **FRIDAY, MAY 24 – LAST DAY OF SCHOOL**
- Monday, May 27 – Memorial Day
- Tuesday, May 28 - Friday, May 31 – Teacher Prep

JUNE 2019

- Wednesday, June 12 – Report Cards Issued

JULY 2019

- Thursday, July 4 – Independence Day

KEY ● Holidays – No Students ● Staff Days – No Students ● Semester Milestones

7 hours 20 minutes ECHS Instructional Time



Follow us on
Facebook and Twitter
@FortWorth_ISD

FORT WORTH INDEPENDENT SCHOOL DISTRICT 2018-19 ALICE CARLSON ALC CALENDAR

AUGUST 2018

		W	TH	F	SA
		1	2	3	4
SU	M	TU			
5	6	7	8	9	10
12	13	14	15	16	17
TEACHER PREP/ IN-SERVICE					
19	20	21	22	23	24
FIRST DAY OF SCHOOL					
26	27	28	29	30	31

SEPTEMBER 2018

							SA
							1
SU	M	TU	W	TH	F		
2	3	4	5	6	7	8	
LABOR DAY							
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

OCTOBER 2018

		M	TU	W	TH	F	SA
		1	2	3	4	5	6
SU	7	8	9	10	11	12	13
WAVER DAY							END OF FIRST NINE WEEKS
14	15	16	17	18	19	20	
INTERSESSION							
21	22	23	24	25	26	27	
START OF SECOND NINE WEEKS							
28	29	30	31	HISPANIC HERITAGE MONTH September 15 - October 15			

NOVEMBER 2018

		M	TU	W	TH	F	SA
NATIVE AMERICAN HERITAGE MONTH							1
							2
							3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
THANKSGIVING BREAK							
25	26	27	28	29	30		

DECEMBER 2018

							SA
							1
SU	M	TU	W	TH	F		
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							
WINTER BREAK							

JANUARY 2019

		TU	W	TH	F	SA	
		1	2	3	4	5	
SU	M	WINTER BREAK					
6	7	8	9	10	11	12	
STUDENTS RETURN							
END OF SECOND NINE WEEKS							
TEACHER PREP							
WAVER DAY							
13	14	15	16	17	18	19	
START OF THIRD NINE WEEKS							
20	21	22	23	24	25	26	
MARTIN LUTHER KING, JR. DAY							
27	28	29	30	31			

FEBRUARY 2019

		M	TU	W	TH	F	SA
AFRICAN AMERICAN HISTORY MONTH							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		
WAVER DAY							

MARCH 2019

		M	TU	W	TH	F	SA
WOMEN'S HISTORY MONTH							1
							2
3	4	5	6	7	8	9	
INTERSESSION							
10	11	12	13	14	15	16	
SPRING BREAK							
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							
CESAR CHAVEZ DOLORES HUERTAS DAY							

APRIL 2019

		M	TU	W	TH	F	SA
		1	2	3	4	5	6
SU	7	8	9	10	11	12	13
START OF FOURTH NINE WEEKS							END OF THIRD NINE WEEKS
STAAR TESTING GRADES 4 & 5							
14	15	16	17	18	19	20	
							GOOD FRIDAY
21	22	23	24	25	26	27	
28	29	30					

MAY 2019

		M	TU	W	TH	F	SA
ASIAN/PACIFIC AMERICAN HERITAGE MONTH							1
							2
							3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
STAAR TESTING GRADES 4 & 5							
19	20	21	22	23	24	25	
26	27	28	29	30	31		
MEMORIAL DAY							

JUNE 2019

							SA
							1
SU	M	TU	W	TH	F		
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
LAST DAY OF SCHOOL							
16	17	18	19	20	21	22	
TEACHER PREP							
SNOW DAYS (NO SCHOOL UNLESS WAIVED)							
23	24	25	26	27	28	29	
30							
31							
STAAR RETESTING GRADES 4 & 5							

JULY 2019

		M	TU	W	TH	F	SA
		1	2	3	4	5	6
SU	7	8	9	10	11	12	13
							INDEPENDENCE DAY
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

- HOLIDAYS • NO STUDENTS
- STAFF DAYS • NO STUDENTS
- SEMESTER MILESTONES
- TESTING

100 N. UNIVERSITY DRIVE, FORT WORTH, TX 76107
817.814.2000 • WWW.FWISD.ORG

DATES SUBJECT TO CHANGE

Fort Worth ISD Board Approved - Updated 6/4/2018



FORT WORTH INDEPENDENT SCHOOL DISTRICT 2018-19 ALICE CARLSON ALC CALENDAR

FALL 2018 84 DAYS (TEACHER)
78 DAYS (STUDENT)

SPRING 2019 102 DAYS (TEACHER)
99 DAYS (STUDENT)

AUGUST 2018

- Monday, August 13 - Friday, August 17 – Teacher Prep / In-Service
- **MONDAY, AUGUST 20 – FIRST DAY OF SCHOOL**

SEPTEMBER 2018

- Monday, September 3 – Labor Day

OCTOBER 2018

- Monday, October 8 - Waiver Day
- Friday, October 12 – First Nine Weeks Ends
- Monday, October 15 - Friday, October 19 – Intersession
- Monday, October 22 – Second Nine Weeks Begins

NOVEMBER 2018

- Monday, November 19 - Friday, November 23 – Thanksgiving Break

DECEMBER 2018

- Monday, December 24 - Friday, January 4 – Winter Break

JANUARY 2019

- Monday, December 24 - Friday, January 4 – Winter Break
- Monday, January 7 – Students Return
- Wednesday, January 9 – Second Nine Weeks Ends
- Thursday, January 10 – Teacher Prep
- Friday, January 11 – Waiver Day
- Monday, January 14 – Third Nine Weeks Begins
- Monday, January 21 – Martin Luther King, Jr. Day

FEBRUARY 2019

- Friday, February 1 – Waiver Day

MARCH 2019

- Monday, March 4 - Friday, March 8 – Intersession
- Monday, March 11 - Friday, March 15 – Spring Break
- Monday, March 25 – Cesar Chavez/Dolores Huerta Day

APRIL 2019

- Friday, April 5 – Third Nine Weeks Ends
- Monday, April 8 – Fourth Nine Weeks Begins
- Friday, April 19 – Good Friday

MAY 2019

- Monday, May 27 – Memorial Day

JUNE 2019

- **FRIDAY, JUNE 14 – LAST DAY OF SCHOOL**
- Monday, June 17 – Teacher Prep / In-Service
- Friday, June 18 – Snow Day (No School unless days used)
- Monday, June 19 – Snow Day (No School unless days used)

JULY 2019

- Thursday, July 4 – Independence Day

KEY ● Holidays – No Students ● Staff Days – No Students ● Semester Milestones

7 hours 10 minutes Elementary Instructional Time · 7 hours 15 minutes Secondary Instructional Time



Follow us on
Facebook and Twitter
@FortWorth_ISD

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.

Academics	817-814-2400
Accounting	817-814-2140
Adult Education	817-492-7960
Athletics	817-871-3270
Benefits	817-814-2240
Bilingual/ESL	817-814-2410
Business and Finance	817-814-2100
- Compensation	817-814-2081
- Payroll	817-814-2180
- Employee Records	817-814-2762
Classified Learning	817-814-3318
Communications	817-814-1930
Community and Strategic Partnerships	817-814-2960
District Operations	817-814-2650
District Records	817-814-2210
Division of Technology	817-814-3000
Early Childhood Education	817-814-2450
Elementary Literacy	817-814-2500
Equity & Excellence	817-814-2331
Guidance and Counseling	817-814-2900
Health Services	817-814-2990
Help Desk	817-814-3318
Homebound/Hospital Program	817-298-3733
Human Capital Management	817-814-2717
- Central Calling Office/Substitute Calling System	817-814-2780
- Certification	817-814-2776
- Employee Relations	817-814-2790
- Transactional Team	817-814-2740
Internal Audit (Fraud Hotline)	817-814-1971
Legal Services	817-814-1980
Maintenance, Operations, and Construction	817-871-3300
Natural Gas Leaks/Power Outages	817-871-3085
Nutrition Services	817-814-3500
Office of Policy and Planning	817-814-1952
Office of Professional Standards	817-814-1880
Professional Learning & Innovation	817-814-3400
Psychological Services	817-814-2820
Purchasing	817-814-2205
Risk Management	817-814-2230
ROTC Headquarters	817-871-3256
School and Community Relations	817-814-2981
School Leadership	
- Elementary	817-814-2310
- Secondary	817-814-2350
Security and After- Hours	817-814-2680/817-814-2699
Smart Find (Absences)	817-814-7827
Special Education	817-814-2830
Student Discipline & Placement	817-814-2950
Student Placement Center	817-740-5520
Student Records	817-814-3250
Switchboard	817-814-2000
Transportation	817-815-7900
Warehouse	817-871-3560
Wilkerson-Greines Activity Center	817-531-6348
Worker's Compensation	817-814-2250

School Directory

For contact information regarding the District's schools, please log into the District's website at <http://www.fwisd.org>.

Employment

Equal Employment Opportunity

Policies DAA, DIA

Fort Worth 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.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Kevin Greene, Title IX Coordinator, 100 N. University Drive, Fort Worth, TX 76107 or call 817-814-1988. June Davis, ADA/Section 504 Coordinator Director of Special Programs, 100 N. University Drive, Fort Worth, TX 76107 or call 817-814-2878.

Job Vacancy Announcements

Policy DC

Job vacancies are posted at <https://www.fwisd.org/domain/157> and may be accessed by personal computer or using computers located in the lobby of the Human Capital Management Department at the FWISD administration building, 100 N. University Drive, Fort Worth, TX 76107.

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).

Contract and Noncontract Employment

Policy DC series

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

Probationary Contracts. Full-time professional employees new to the District and employed in positions requiring Texas educator certification are employed under a Chapter 21 probationary contract during their first

year 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 are also employed under a Chapter 21 probationary contract. Probationary contracts are for a term of one-year. The probationary period for those who have been employed as a teacher in public education for *at least five of the eight years* prior to employment with the District is one full school year. New employees who begin their assignment after the first day of instruction will be issued a Chapter 21 probationary contract for that year without credit toward the following school year's contract assignments.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the Board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time administrators and professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. 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 outside the Leadership team, (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

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 Human Capital Management in a timely manner.

A certified employee's contract may be voided without 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 Human Capital Management Certification Division at 817-814-2776 for 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 Human Capital Management for questions regarding reverification of employment authorization.

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.

FWISD has established an alcohol/controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol/controlled substances by drivers of commercial motor vehicles as required by federal/state law. The primary purpose of the testing program is to deter misuse of alcohol/controlled substances and to prevent impaired employees from performing safety-sensitive functions. Drug testing will be conducted before an individual assumes job duties. Alcohol and drug tests will be conducted as follows:

- At random for safety sensitive positions;
- When reasonable suspicion of misuse or abuse exists;
- When an employee returns to duty after engaging in prohibited conduct;
- As a follow-up measure;
- Immediately following accidents;
- Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol/drugs returns to duty;
- For Pre-employment; and when a bus driver has been absent 30 days or longer they must be retested.

Failure to follow this policy can result in disciplinary action, up to and including termination.

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol 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 drug 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 Kimberly Waiters, Human Capital Management Coordinator at 817-814-2778.

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, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Georgi Roberts, Director of Health and Physical Education, annually.

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 pursuant to the District's Voluntary Transfer guidelines. All voluntary transfer requests will be coordinated by Human Capital Management.

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 District work schedules. A school calendar is adopted each year designating all school holidays and the work schedule for teachers, professional and administrative staff. The calendar is distributed each school year and is also available on the District's website www.fwisd.org.

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.

Note: Campus based personnel working hours are set forth in the *Bulletin One* District Publication.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The District understands that there are immediate and long-term health advantages to breastfeeding for both infants and mothers. For those mothers who choose to breastfeed, our goal is to provide a supportive, lactation-friendly environment for the first twelve months of their child's life. The District wants to ensure that all of its employees are aware that we will work diligently to ensure that our nursing mothers have reasonable lactation accommodations in place when the need arises. Employees may use their provided break times to express milk and minimize the use of unpaid break times. Any break time taken outside of the established break time, will be considered unpaid time. District employees are encouraged to speak with their supervisors to facilitate their request for lactation accommodations to include their associated required break times to express milk.

In accordance with Federal Law and Board Policy, the following guidelines have been provided to assist Supervisors in facilitating lactation accommodations:

- Private room with lock, separate from bathrooms and meeting room
- Close proximity to employee's work area
- Privacy from co-workers and public view, free from intrusion
- Equipped with chairs, electrical outlets and table
- Access to hygienic nearby storage and a clean water source

Supervisors shall not deny any lactation accommodation requests prior to consultation with the Superintendent or designee. The District prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for their infant child.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the District is required by the 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. 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 contact Certification in Human Capital Management at 817-814-2776.

Outside Employment and Professional Services

Policy DBD

Prohibiting outside employment is related to the legitimate interest of the Board that public school employees devote their professional energies and efforts to the education of children. Consequently, the full-time position held by an employee of the District shall take precedence over any other occupational interest of the employee. While "approval" for outside employment is not required, employees who wish to accept outside employment

or engage in activities for profit must be dedicated primarily to the school system. Outside employment activities will be the responsibility of the employee.

A District employee shall not accept outside employment or compensation that could reasonably impair the employee's independence of judgment in the performance of their duties. Also, no full-time employee of the District shall engage in any occupation during their work year that is incompatible or presents a conflict of interest with their employment with the District.

However, if a conflict of interest or incompatibility exists, or if it's determined that such employment interferes with the duties and proper performance of an employee's regular assignment, the activity will be denied. In this case, continuation of outside employment shall result in disciplinary action up to and including termination of employment with the District. An employee shall not perform any personal work during regular business hours, except while on approved personal leave. The use of any District facilities or property, equipment or resources for personal business or gain is strictly prohibited.

Outside Professional Services

Professional personnel such as teachers, counselors, coaches, etc. shall not privately tutor students for pay or provide other services to students for pay at the campus to which the employee is assigned, except:

- (1) During the summer months, or
- (2) For District-sponsored initiatives such as mentoring, tutoring programs, or athletic clinics as approved by the University Interscholastic League (UIL), when school is not in regular session.

Written approval must be obtained from the employee's department supervisor or campus principal.

Performance Evaluation

Policy DN, DNA, DNB

Evaluation of administrators, non-teaching professionals, non-certified and auxiliary personnel 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. Employees will be informed of the criteria upon which the appraisal shall be based and evaluators will be appropriately trained in the use of the appraisal instrument used. 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. An employee, other than a teacher, who receives below "Meets Expectations" on an annual performance evaluation shall be ineligible for an increase in salary for the upcoming year. See p.25 "Salaries, Wages, and Stipends" for more information on salary increases.

Employee Involvement

Policies BQA, BQB

At both the campus and District levels, Fort Worth 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 may be asked or elected to serve on District- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from department offices.

Professional Development

Policy DMA

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 non-instructional 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.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure for each position. Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board of Trustees.

Teachers, librarians, counselors, and nurses will be paid no less than the minimum state salary schedule. Employees must work a minimum of 90 days per year and receive “Meets Expectations” or better on annual evaluations to be eligible for any Board approved pay increases the following school year. Employees may contact the Compensation Department at 817-814-2080 for information regarding the District’s pay schedules or their own pay.

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.

Paychecks

All employees are paid monthly except Nutrition Services and Bus Drivers, and Substitutes; they are paid semi-monthly. Payroll payments are made via ACH Direct Deposit. Payroll Advice of Deposits are available to review and print from the Employee Self Service portal found on the EMPLOYEES tab of the District’s website www.fwisd.org.

An employee’s Payroll Advice of Deposit contains detailed information regarding the earnings and deductions. Please note: Employees with a start date on or before the 15th of a month will normally receive a paycheck that month; otherwise, the first check will be received on payday the following month. For questions regarding pay or Payroll Advice of Deposit, please contact the Payroll Department at 817-814-2180.

Pay Periods 2018-2019

Monthly Payroll Schedule for School Year 2018-2019

Payroll Period	Pay Date
June 30 – July 27, 2018	August 28, 2018
July 28 – August 31, 2018	September 28, 2018
September 1 – September 28, 2018	October 26, 2018
September 29 – October 26, 2018	November 16, 2018
October 27 – November 23, 2018	December 20, 2018
November 24 – December 14, 2018	January 25, 2019
December 15 – January 25, 2018	February 28, 2019
January 26 – February 22, 2019	March 28, 2019
February 23 – March 29, 2019	April 26, 2019
March 30 – April 26, 2019	May 28, 2019
April 27 – May 31, 2019	June 27, 2019
June 1 – June 28, 2019	July 25, 2019
June 29 – July 26, 2019	August 28, 2019
July 27 – August 30, 2019	September 27, 2019

Semi-Monthly Payroll Schedule for School Year 2018-2019

(Substitutes, Nutrition Services, Transportation)

Payroll Period	Pay Date
June 30 – July 13, 2018	August 15, 2018
July 14 – July 27, 2018	August 31, 2018
July 28 – August 17, 2018	September 14, 2018
August 18 – August 31, 2018	September 28, 2018
September 1 – September 14, 2018	October 15, 2018
September 15 – September 28, 2018	October 31, 2018
September 29 – October 12, 2018	November 15, 2018
October 13 – October 26, 2018	November 30, 2018
October 27 – November 16, 2018	December 14, 2018
November 17 – December 7, 2018	January 15, 2019
December 8 – December 21, 2018	January 31, 2019
December 22 – January 18, 2019	February 15, 2019
January 19 – February 1, 2019	February 28, 2019
February 2 – February 15, 2019	March 8, 2019
February 16 – March 1, 2019	March 29, 2019
March 2 – March 22, 2019	April 15, 2019
March 23 – April 5, 2019	April 30, 2019
April 6 – April 19, 2019	May 15, 2019
April 20 – May 3, 2019	May 31, 2019
May 4 – May 17, 2019	June 13, 2019
May 18 – May 31, 2019	June 27, 2019
June 1 – June 14, 2019	July 15, 2019
June 15 – June 28, 2019	July 31, 2019
June 29 – July 12, 2019	August 15, 2019
July 13 – July 26, 2019	August 30, 2019
July 27 – August 16, 2019	September 13, 2019
August 17 – August 30, 2019	September 30, 2019

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into their designated account. A notification period of one month is necessary to activate this service. Money is immediately available on the pay date. Contact the Payroll Department at 817-814-2180 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) (employee account contributions and retired school employees group insurance) for all full-time and qualifying part-time employees
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- FICA Alternative Deduction for employees not qualified for TRS membership. This is in lieu of Social Security Tax.
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable
- Other Legal Garnishments

Examples of other payroll deductions that may voluntarily be deducted:

- Tax Sheltered Annuities, 403(b)
- Deferred Tax Retirement Plan, 457(b)
- Qualifying/Selected Employee Association Dues
- Employee Benefits offered through the District; must adhere to legal requirements

Salary deductions are automatic on a payroll check if an employee used unauthorized leave or leave that has not been earned.

Overtime Compensation

Policy DEAB

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as either exempt or non-exempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only non-exempt employees (hourly employees and some paraprofessional employees) are entitled to overtime compensation. All overtime work, except in emergency situations, must be approved in advance by the immediate supervisor or appropriate designee. Unauthorized overtime work is grounds for disciplinary action.

A non-exempt employee is paid at a rate of one and one-half times his or her regular rate of pay for each overtime hour worked. Compensatory time, in lieu of monetary overtime compensation, may be granted at a rate of one and one-half hours of compensatory time for each hour of overtime worked. The supervisor and non-exempt employee should agree to the method of overtime compensation prior to the non-exempt employee performing the overtime work.

Compensatory time earned must be used at a time that is mutually agreeable to the non-exempt employee and supervisor. Weekly time records will be maintained on all non-exempt employees for the purpose of wages and salary administration. Overtime is considered to be time worked above 40 hours in a week. **Holidays, vacation, or any paid non-work time is not considered in the formula for calculation of overtime pay.**

The District's workweek is defined as: 12:00 am Saturday to 11:59 Friday.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and appropriate central office business officials must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the Board of Trustees. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. Employees can access the TRS ActiveCare and other benefit information at www.mybenefitshub.com/fortworthisd. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed description of coverage and premiums is available at www.mybenefitshub.com/fortworthisd. 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 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The benefits plan year is September 1 through August 31. New employees must complete enrollment at www.mybenefitshub.com/fortworthisd within *31 calendars days* of the first day of employment; current employees can make changes to their coverage during the annual open enrollment periods at this same website. For special enrollment qualifying events please contact the Employee Benefits office at benefits@fwisd.org or 817-814-2240. At the employee's discretion, health insurance may begin on: (1) the first day the employee is actively at work or (2) the first day of the calendar month following the date the employee is actively at work.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, life and disability. Premiums for these programs can be paid by payroll deduction. Employees may refer to www.mybenefitshub.com/fortworthisd for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pre-tax basis.

Benefits offered by the District that may be taken pre-tax are:

- TRS ActiveCare Health Plan
 - Employees who select to enroll in the TRS ActiveCare 1 HD plan are eligible to participate in a Health Savings Plan
- Dental Plans
- Vision Plans

- Flexible Spending Accounts
- Tax Sheltered Annuities, 403(b)
- Deferred Tax Retirement Plan, 457(b)

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified 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 TriStar Well Comp, effective within 72 hours or 3 days of the injury.

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 the employee's supervisor and to Kimberly Waiters, Human Capital Management Coordinator at 817-814-2778. 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 36, for information on use of paid leave for such absences.

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 Employee Relations Department in Human Capital Management at 817-814-2790.

Teacher Retirement

Policy DEG

All personnel employed on a regular basis (more than 14.5 hours per week) for an indefinite period of time, or for at least four and one-half months are members of the Texas Retirement System (TRS) and must contribute to TRS through mandatory payroll deductions.

Substitutes and part-time employees 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 contact TRS to request information and documents necessary to file for their retirement benefits.

Teacher Retirement System of Texas
 1000 Red River Street
 Austin, TX 78701-2698
 800-223-8778 or 512-542-6400
 (www.trs.texas.gov)

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 a period of more than 10 days must contact the Employee Relations Department at 817-814-2790 for information about applicable leave benefits, and required documents for submitting an extended leave benefit application.

Extended paid leave for an approved medical condition must be used in half or full day increments. 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 Sick
- State Personal
- Vacation

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

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 DEC (Local) and DECA (LEGAL).

Medical Certification. Any employee who is absent more than 10 days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

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 Family and Medical Leave Act will be paid by the District as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-ActiveCare 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 for personal business which the employee elects to schedule, and does so in advance, is discretionary. Such leave must be requested in writing three business days in prior to the absence date. Supervisors may deny discretionary leave requests on critical work days (i.e. first day of school), or on days when ten percent of staff in the same or similar position have already scheduled absences on the same day(s) requested.

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

Full-time employees receive five, six, or seven days of local sick leave per year, depending on the number of days the employee's position is scheduled to work each year. Unused days accumulate each year and are available for future use. For most employees, leave is accrued from the first day worked at the rate of one-half day per month worked in the year and given to employees at the beginning of the year. Eligible hourly employees accrue one day of sick leave per full-time month worked and may be used only after accrual.

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in half or whole day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

Local leave applies to all District employees (not substitute or temporary). Local leave is earned at a minimum rate of one-half day per month (full-time). Employees in positions normally require ten months of service, five days; employees in positions normally requiring 11 months of service, six days; employees in positions normally requiring 12 months of service, seven days. Unlimited accumulation is permitted.

District local sick leave may be used for the following reasons only:

- Employee's illness or injury
- Child care following birth or adoption of an employee's child or placement of the child with employee
- Illness in the employee's immediate family
- Death in the immediate family

Sick Leave Bank

Sick Leave Program is a pool of local sick leave days contributed by the school district and separating employees to be used by full-time employees (not temporary or regular substitutes) who suffer a qualifying incapacitating personal illness, accident, or qualifying family member's terminal illness. Membership in the program is automatic.

To qualify for benefits of the program, a catastrophic illness or injury must result in the employee's temporary incapacity to perform his/her job function for an extended period. A catastrophic illness or accident is a condition defined as life threatening, not a mere passing disorder or ailment. The illness requires treatment by a physician, hospitalization, emergency room treatment or outpatient treatment at a hospital. Examples of illnesses which may qualify for the benefits include but are not limited to:

- Cancer
- Heart Disease
- Multiple Sclerosis
- Stroke
- Organ transplants
- Muscular dystrophy

Family member terminal illness is limited to the spouse and dependent children under eighteen (18) years of age. For purposes of the Sick Leave Program, "child" refers to a son or daughter, including a biological, adopted, or foster child, a legal ward, or a child for whom the employee stands in loco parentis. This benefit is limited to one employee in a family and only when there is no other family member at home to care for the terminally ill person.

Family and Medical Leave Act (FMLA)

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);

- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

The District requires employees to use accrued paid leave while taking FMLA leave.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Requesting Leave

Employees must give 30-days' advance notice of the need for FMLA leave whenever possible. If it is not possible to give 30-days' notice, an employee, or the employee's authorized family member if the employee is unable, must contact the Employee Relations Department at (817) 814-2790 as soon as possible to submit an application for extended medical leave.

Employees are not required to share a medical diagnosis to apply for an extended leave of absence, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employees requesting leave are required to do the following:

- Provide medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member:
 - Spouse
 - Child (the term child does not include children over the age of 18 unless they are incapable of self-care due to a physical or mental disability), or
 - Parent (term parent does not include “in-law”)
- Provide second or third medical opinions and periodic re-certification for the need for leave, when requested
- Provide periodic reports during the leave regarding the status and intent to return to work
- Provide medical certification from a qualified health care provider of the employee’s ability to return to work at the conclusion of the leave
- Provide medical certification of the need for family military leave

Employees requiring family and medical leave should contact the Employee Relations Department for details on eligibility, requirements, and limitations and, if able, should report to the Employee Relations Department of Human Capital Management to complete a Form 100 prior to going out on Family Medical Leave.

The District can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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.

For additional information:
 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from September 1st through August 31st

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. When medically necessary or in the case of a qualifying exigency, or on a reduced schedule. The District does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee. permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee who takes FML due to his/her own serious health condition shall provide, before resuming work, a fitness-for-duty certification from their health care provider. If certification of the employee's ability to perform essential job functions 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 their 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 the academic term may be required to continue on family and medical leave until the end of the term. The additional time off is not counted against the employee's FMLA entitlement, and the District will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in Policy DECA (Legal).

Failure to Return. If, at the expiration of FMLA, 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 FMLA 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 the Employee Relations Department at (817) 814-2790 or visit the department in person for details on eligibility, requirements, and limitations.

Maternity Leave

District employees (except substitute or temporary) are granted up to six (6) consecutive calendar weeks of maternity leave. Compensation is without pay except to the extent the employee has vacation, state personal leave, and/or District sick leave available. After one year of service to the District, if the employee does not have a sufficient number of leave days to cover the absence, the employee is eligible for sub-dock pay granted at their daily rate less the cost of appropriate substitute pay for up to four (4) consecutive calendar weeks. Employees must have exhausted all available leave days before being eligible for sub-dock pay. The combination of state personal leave, vacation, District sick leave days and days subsidized at sub-dock pay shall not exceed six (6) consecutive calendar weeks. The employee shall report all leave taken to the automated absence reporting system as well as notify the principal, immediate supervisor or appropriate designee. The Employee Relations Department in Human Capital Management may be contacted for the application procedure. Employees requesting Maternity Leave must come in person to the Employee Relations section of Human Capital Management to fill out a Form 100 prior to going out on Maternity Leave.

Under the Family Medical Leave Act, *eligible* employees may take up to 12 work weeks off during the District's

fiscal year. FMLA is without pay, except to the extent that an employee has leave days available. Maternity leave runs concurrent with FMLA. For more information on maternity leave, please contact the Employee Relations Department at 817-814-2790.

Temporary Disability Leave

Temporary disability leave can be taken at any time in which an employee's medical condition interferes with the performance of regular duties. The term "temporary disability" includes the condition of pregnancy when such condition interferes with the performance of regular duties. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule.

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 accepted 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 Employee Relations Department must be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming the employee is able to resume regular duties.

Regular Leave of Absence

All District employees (not substitute or temporary) after completion of three years of service may request a leave of absence, not to exceed one year. The Superintendent or designee may give consideration to a leave of absence request to employees who have completed less than three years. Criteria for Regular Leave of Absence:

- Serious illness of the employee;
- Serious illness of the employee's immediate family;
- Child care;
- Personal hardship (facts justifying the request shall be submitted);
- Study in an institution of higher learning (verification of acceptance required);
- Extensive travel that may be considered of equal educational value to training or research in an institution of higher learning;
- Special service related to education at an approved college or university, Texas Education Agency, governmental agencies, exchange teaching, recognized professional organizations, Peace Corps, Job Corps, or elective office.

Applications for a Regular Leave of Absence for the beginning of the following school year must be made in writing to the Employee Relations Department by May 1st. Exceptions to the May 1st deadline in case of emergencies or extenuating circumstances may be requested in writing to the Employee Relations Department. Employees wishing to return to regular employment must notify the Employee Relations Department in writing not later than the 45th day prior to the first day of instruction for the following school year. Notice of intent to

return does not guarantee employment. The employee shall be assigned or reassigned subject to availability of a position for which the employee is qualified. Failure to provide the notice of intent to return to work by the 45th day may result in a recommendation for termination or non-renewal of employment in accordance with appropriate Board Policies. Regular Leave of Absence may only be granted once in a seven (7) year span. Exceptions to this timeframe can be approved solely by the Superintendent. Once approved, a Regular Leave of Absence extends for one full school year, or the remainder of one school year.

Workers' Compensation Benefits

An employee absent from duty due to a work-related injury or illness may be eligible for workers' compensation temporary income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation temporary income benefits for a work-related injury or illness may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between temporary income benefits and pre-injury or pre-illness wages. While an employee is receiving workers' compensation temporary income benefits, the District will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

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

An employee who is physically assaulted at work may take 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.

Bereavement Leave

All District employees (except substitute or temporary) are eligible for bereavement leave. Employees may use up to five (5) workdays per occurrence, subject to the approval of the District. Only two (2) days shall be permitted at no loss of state or local leave. This leave shall be limited to five (5) occurrences in two (2) year cycles. If the leave exceeds two (2) days, then it shall be charged to the employee's accumulated available leave. Use of state leave and/or District sick leave shall be in accordance with District Policies.

For employees who have no available leave at the time of death in the immediate family, the District shall subsidize the employee's pay, less the cost of appropriate substitute pay, up to three days per year.

For Bereavement Leave purposes, immediate family is defined as the employee's:

- 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, current parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, current brother- or sister-in-law
- Grandparent, grandchild, spouse's grandparent

The absence shall not extend beyond seven (7) consecutive calendar days; inclusive of holidays and fall, winter, spring, and summer breaks. Bereavement leave may begin on the day of the death, or any day prior to and including the day of the funeral, at the employee's discretion. The employee shall report the absence to the automated absence reporting system. The principal or immediate supervisor or appropriate designee shall also be notified. A written statement shall be submitted indicating the number of days absent and the relationship of the deceased. The statement will be kept on file by the principal, supervisor or appropriate designee and a copy sent to the payroll office. Proper documentation must be provided for all bereavement leave.

Jury Duty

The District provides paid leave to employees who are summoned to jury duty. 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 and may be required to provide the District a copy of the summons to document the need for leave.

An employee must report back to work as soon as they are released from jury duty or court proceeding, if four or more hours remain in the workday and the absence is not for an employee's personal business.

A copy of the release from jury duty or of documentation of time spent at the court may be required.

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 (copy of the jury summons or subpoena) and will be allowed to retain any compensation received. Employees must report back to duty upon release if four or more hours are left in the workday. Absences for court appearances related to an employee's personal business, including both civil and criminal court proceedings, must be taken as personal leave or leave without pay if no personal leave is available.

Truancy Court Appearances

An employee who is a parent or guardian of a child and any 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 reasonably 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; October 1st through September 30th. 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 and released within five (5) years. Employees who wish to return to the District will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Employee Relations Department within 90 days of discharger or release

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 the Employee Relations Department at (817) 814-2240 for details on eligibility, requirements, and limitations.

Employee Relations and Communications

District Communications

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

The District's main method of communication with the employee base, besides the phone system, is through the Microsoft Office Outlook Email System. To use the email system, an employee must have access to a computer and be issued an email account and user ID. Through this system the District distributes information to employees regarding important issues, concerns, administrative regulations, changes in policies and procedures, and other relevant news.

Important: When an employee is set up with an email address, a signature, as approved by the District's Superintendent is required for all emails and must contain the employee's name, title, department, phone number, email, address and website address.

The District distributes information to the media via the Communications Department. All information must be processed through and approved by the Communications Department before being released to the media.

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 is found here:

[http://pol.tasb.org/Policy/Download/1101?filename=DGBA\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/1101?filename=DGBA(LOCAL).pdf)

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.
- 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.
- 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 may result in disciplinary action, 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 57 for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all District employees are required to follow, 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. (19 TAC 247.1(b))

Professional 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 knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

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

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

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

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

Standard 1.7 The educator shall comply with state regulations, written local 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 or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

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

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

Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

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.

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 is found here:

[http://pol.tasb.org/Policy/Download/1101?filename=DIA\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/1101?filename=DIA(LOCAL).pdf)

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*, page 44, and *Bullying*, page 60 for additional information.

The District's Policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance.

The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

- 1) Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - a) The nature of the communications;
 - b) The timing of the communications;
 - c) The extent of the communications;
 - d) Whether the communications were made openly or secretly;
 - e) The extent that the educator attempts to conceal the communications;
 - f) If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - g) Any other evidence tending to show the context of the communications between educator and student.
- 2) Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
- 3) Making sexually demeaning comments to a student.
- 4) Making comments about a student's potential sexual performance.
- 5) Requesting details of a student's sexual history.
- 6) Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
- 7) Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
- 8) Inappropriate hugging, kissing, or excessive touching.
- 9) Providing the student with drugs or alcohol.
- 10) Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
- 11) Any other acts tending to show that the educator solicited a romantic relationship with the student.

[http://pol.tasb.org/Policy/Download/1101?filename=FFH\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/1101?filename=FFH(LOCAL).pdf)

Reporting Suspected Child Abuse

Policies DG, DH, 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, 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.

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 or person with disability.

Reports to Child Protective Services can be made to Student Support Services at 817-814-2810 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 retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect. For more information, contact the Student Support Services at 817-814-2810.

State law specifies that an employee may not delegate to or rely on another person or administrator to make the report. An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the 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.

Abuse and Neglect of Children^[OBJ]

The District has established a plan for addressing sexual abuse and other maltreatment of children, which is outlined in the District's [Emergency Procedures Manual](#). It is important for employees 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 to law enforcement or to Child Protective Services (CPS).

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

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.

Technology Resources

Policy CQ

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, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the District;
- Does not unduly burden the District's computer or network resources; and
- Has no adverse 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. There exists no right to privacy and contents are subject to review and to open record requests. Unauthorized use of this system is prohibited and can result in suspension or termination of privileges.

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 Instructional Technology Department at 817-814-3100.

Employee ID Badge

Employees are required to have in their possession, and available to present when requested, their District-issued ID Badge. Employees who lose the ID badge are required to replace the ID badge and reimburse the District for the badge at the time the badge is reissued. The cost to replace a lost employee ID badge is \$25.

Personal Use of Electronic Communications

Policy CQ, DH

Electronic communications includes 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 includes 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 media 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 Policy 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 Policy DH (Exhibit)]

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

Electronic Communications between Employee and Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the District through electronic media.

An employee is not subject to these provisions 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 electronic communications between employee and students:

- *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 media* also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- *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*, above. 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 uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media except text messaging. 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 policy [http://pol.tasb.org/Policy/Download/1101?filename=DH\(REGULATION\).pdf](http://pol.tasb.org/Policy/Download/1101?filename=DH(REGULATION).pdf)
- 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 10:00 p.m. and 6:00 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 DHB]
- 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.

- 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.

Criminal History Background Checks

Policy DBAA

FWISD reserves the right to not employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. FWISD reserves the right to obtain criminal record information on any District employee at any time. In accordance with procedures set forth in Policy DC (Local), criminal record checks are done annually on all current employees.

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.

Employee Arrests and Convictions

Policy DH

An employee shall notify his or her immediate supervisor and the Office of Professional Standards within two District business days of any arrest, charge, conviction, deferred adjudication, or plea of nolo contendere for any felony, any Class A or B misdemeanor, any Class C misdemeanor involving public lewdness or prostitution, or any crime against a child. Such offenses that need to be reported include, but are not limited to:

- 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 SBEC rules

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.

Alcohol and Drug-Abuse Prevention

Policies DH, DI

Fort Worth ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol 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 may be dismissed. The District's Policies regarding employee drug use may be reviewed on the District [website](#):

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. 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
- Knowingly submitting a false or fraudulent claim to obtain payment from the United States government
- 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

To report acts of financial impropriety to the District please call the Fraud, Waste, and Abuse Hotline at (817) 814-1971. When calling the Hotline, the call goes to an answering machine maintained by the FWISD Internal Audit Department, which will conduct an investigation of the complaint. All callers may remain anonymous, by not disclosing their name, or by requesting their identity be kept confidential. However, if a caller remains

anonymous, it may be more difficult to investigate the complaint. If the caller requests their identity be kept confidential, Internal Audit staff will protect the caller's identity as much as legally possible, and disclose it only to the auditors or investigators assigned to review the complaint. Please provide as much information as possible, to include:

- Circumstances of the incidents noted (dates, times, names, places)
- The offices and individuals involved
- Location of any available evidence (physical evidence or records)
- Names and telephone numbers of credible witnesses; and
- Caller's name and telephone number, if caller chooses not to remain anonymous

Do not use the Fraud, Waste, and Abuse Hotline to report:

Complaints or grievances involving wages, working conditions, discrimination and other personnel issues. These issues should be reported in accordance with Board Policy DGBA (Local), "Employee Complaints/Grievances."

Conflict of Interest

Policy CB, DBD

Public trust requires that FWISD employees avoid even the appearance of a conflict between their professional responsibilities and their personal business interests.

A conflict of interest occurs when an employee allows the possibility of direct or indirect personal gain to influence the employee's judgement or actions in the performance of duties and responsibilities. In the discharge of assigned tasks or functions, an employee shall avoid even the perception of conflict of interest and improper practices. To ensure adherence to high ethical and professional standards, an employee's conduct shall be fair, impartial, and impersonal. An employee shall act in a manner that is above reproach and always in the best interest of the District.

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the District.

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 is 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.

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

Policy CK series

The District is committed to the safety and security of its students, employees, visitors, and all others with whom it conducts business, FWISD shall take every reasonable precaution regarding the creation of a culture of preparedness to ensure a safe and secure learning environment for students and teachers. The District and each school shall establish a school safety and security committee. The committee shall develop and implement emergency plans consistent with the District's campus multi-hazard emergency operations plan to ensure that the plans reflect specific campus, facility, or support service's needs.

The general areas of responsibility include, but not limited to, the following:

1. Guidelines and procedures for responding to emergencies.

2. Program activities intended to reduce the frequency of accident and injury, including:
 - a. Inspecting work areas and equipment
 - b. Training frontline and supervisory staff
 - c. Establishing safe work procedures and regulations
 - d. Reporting, investigating, and reviewing accidents
 - e. Promoting responsibility for District property on the part of students, employees, and the community.

Employees with questions or concerns relating to safety programs and issues can contact the Safety and Security Department at 817-814-2680.

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. 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 817-814-2954 immediately.

SB 1566 of the 85th Regular Session of the Texas Legislature prohibits districts from placing restrictions on the transportation or storage of a handgun, firearm, or ammunition by a person who holds a license to carry a handgun. Storage or transportation in a privately owned or leased vehicle is permissible as long as the item(s) are not in plain view. The Federal Gun Free School Zones Act also requires items to be properly stored and unloaded.

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 all District property. A copy of the District's management plan is kept in the Central Services Department and is available for inspection during normal business 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.

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located at the entrances of each location. 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.

General Procedures

Bad Weather Closing

Policy CKC

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's website, social media profiles (Facebook and Twitter), and the District's mobile app. In addition, District officials will also notify local media.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted electronically to the Purchasing Department with appropriate approvals. Purchases, charges, or commitments to buy goods or services for the District cannot be made without a PO number. The District will not reimburse 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 the Purchasing Department at 817-814-2205 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. The home address, home telephone number, beneficiary and emergency contact, must be changed in "Employee Self Serve" [portal](#). An employee must submit a name change request through the District's Name Change Request [Form](#)

Personnel Records

Policy DBA, GBA

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

- Address
- Phone number, including personal cell phone number
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information may be made at any time by submitting a written request to the Employee Records Department. New employees, and employees who have recently separated from the District, have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The District's Operations Department is responsible for scheduling the use of facilities after school hours. Contact Candice Coulson, Accountant at 817-814-2157 to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE

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 Human Capital Management Department. 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 SBEC. Resignation without consent may result in disciplinary action by SBEC.

The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the Texas Education Agency* on page 57.

Noncontract Employees. Noncontract employees may resign their position at any time by submitting a resignation Form-100 to the Employee Relations Department in Human Capital Management. Per Board Policy DFE (Local), employees shall give reasonable notice and shall include in the resignation a statement of the reasons for resigning.

Pay Schedule for Resigning Employees. Employees separating employment at the end of the 2018-2019 school year will be paid off at the end of the month of the last day of employment if they have completed a Resignation Form-100 prior to the 15th of that same month. If the employee was scheduled to work less than 240 days, the employee will receive multiple deposits in the month of separation (i.e. if an employee separates in June, three payments will be received in June for normal earnings payments traditionally received in June, July, and August). Because multiple payments will be issued, the employee will be taxed on the normal monthly taxable income.

For benefits, the employee may expect:

Health Coverage. If an employee separates employment with Fort Worth ISD after the last day of instruction for the current school year and is covered under TRS ActiveCare health insurance, the employee may extend the health coverage through August of the same year. For the health coverage through TRS-ActiveCare to continue through July and/or August of the current plan year upon separation of employment, the employee will need to complete the Request for Continuation of TRS-ActiveCare Health Plan Coverage form in the Benefits Office. If this form is not completed in the Benefits Office, the employee's health coverage will end at the end of the month of the last working day or separation date, whichever is later.

All Other Benefits. All other benefits will end at the end of the month of the last working day or separation date, whichever is later (i.e. Dental, Vision, Disability, Cancer, Life, Dependent Life, Long Term Care, Health Savings Account, Flexible Medical Spending Account, Flexible Dependent Care Spending Account, etc.).

Flexible Spending Accounts. Employees may request reimbursement for qualified expenses incurred up to the separation effective date. Employees have 90 days from the separation effective date to submit receipts for reimbursement for qualified expenses.

For assistance or for other questions regarding benefits after separation of employment, please contact the Benefits department at (817) 814-2240.

Dismissal or Nonrenewal of Contract Employees^[OBJ]

Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF, DFFA, DFFB, DFFC

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District Policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees 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. 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 which are available to employees online.

Dismissal/Termination of At-Will Employees

Policy DCD

FWISD adheres to the common-law doctrine of at-will employment. The District may dismiss at-will employees with or without notice, and with or without cause. However, the District is committed to dealing with its employees fairly and ethically while maintaining efficiency and productivity. Further, it is unlawful for the District to dismiss any employee for reasons based on race, religion, national origin, disability, sex, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights.

At-will employees suspended without pay, demoted, or dismissed from employment with the District are entitled to request a review of the action taken. Employees terminated, demoted, or suspended without pay by the District may appeal the action by following the timelines and procedures found in Board Policy DCD (Local).

At-will employees who are absent from the workplace for four consecutive workdays, without authorized leave or proof of incapacity, shall thereby be deemed to have effectively abandoned his or her position with the District and will be terminated. Once documented, accepted and processed, the termination may not be withdrawn without consent of the Board of Trustees or its designee. The employee and the employees' supervisor will be notified by the Chief of Human Capital Management or designee of the termination by conduct and its effective date.

Exit Interview Forms and Procedures

Policy DC

An exit survey that provides the District with feedback on the employment experience will be provided to all

employees leaving the District. Information on the continuation of benefits and records request(s) will be provided at this time. Employees leaving the District are asked to provide a forwarding address and phone number. All District keys, books, property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policy DF, DHB

The voluntary or involuntary separation of a certified employee from the District must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was allegedly 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 Superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the Superintendent's ongoing duty to notify TEA when a certified employee 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).

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 to the court and the individual receiving the support (Texas Family Code §§8.210, 158.211). Notice of the following must be sent to the court and support recipient from the Payroll Department:

- 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

Fort Worth ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to June Davis, 504 Coordinator/Foster Care Liaison or Kevin Green, Title IX Coordinator.

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. The 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 student's campus principal 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

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

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 comply with the District's Attendance Policy and provide proper documentation. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the principal or designee. The District's Policy includes definitions and procedures for reporting and investigating bullying of students and can be accessed [here](#):

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.