

COMAL ISD 2011-12 Employee Handbook

Summary of Changes

Update Highlights

The update to the 2011-2012 Employee Handbook includes new information on the safe harbor provisions of the Genetic Information Non Discrimination Act regarding inadvertent receipt of genetic information. In addition, changes to the Texas Educators' Code of Ethics as adopted by SBEC have been added. The following is a summarized list of the employee handbook update highlights only. The updated Employee Handbook reflects all the updated changes.

Topic		Description of Change
Table of Contents		Edited to reflect change in topic heading replacing "Computer Use and Data Management" with "Technology Resources"
Equal Employment Opportunity		Added retaliation to the nondiscrimination statement in the first paragraph
Job Vacancy Announcement		Edited the text, changing "distributed" to "posted" to reflect district practice of posting notices on line.
Contract and Noncontract Employment		Edited the text of the third paragraph changing "unclear" to "doubtful." Added the text: "Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract."
Licenses and Certification Fees		Added: "The District will pay for an employee's initial Commercial Driver's License fee required of the position. The employee pays for CDL renewal fees. An employee shall pay for all license and certification fees required of the position."
Certification and Licenses		Added two paragraphs beginning with: "Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse."
Searches and Alcohol and Drug Testing		Edited the texts adding "a commercial motor vehicle" to the end of the second paragraph

Topic		Description of Change
Workload and Work Schedules		Edited the text changing “required days of service” to “start and end dates.” As a result of a recent legal decision, Kelley v. North East ISD, TASB recommends that districts refrain from quoting a fixed number of duty days in employment documents for professional salaried personnel. Documents need only include the months employed, the start and end dates of the contract period, and the total salary paid.
Notification to Parents Regarding Qualifications		Edited the text in the second paragraph, deleting “also” in first sentence and changing “or” to “and” in the second sentence.
Health, Dental, and Life Insurance		Edited the text adding “employee” to the first sentence
Leaves and Absences		<p>Added the bolded heading “Medical Certification” to the first paragraph</p> <p>Added a paragraph that addresses the safe harbor provisions of the Genetic Information Nondiscrimination Act regarding the inadvertent receipt of an employee’s genetic information</p> <p>Added the bolded heading “Continuation of Health Insurance” to the third paragraph</p> <p>Added the bolded text “Employees will be docked their daily rate of pay if no leave is available. Pay docks will be taken immediately.”</p>
State Sick Leave		Edited the first sentence to clarify that this topic only refers to state sick leave for district employees that was accumulated before 1995
Temporary Disability Leave		Edited the text of the second and third paragraph to clarify the process for reinstating employees at the end of leave

Topic		Description of Change
Other Court Appearances		Edited the text to clarify that employees will not be required to use paid leave when complying with a subpoena
Standards of Conduct		Edited the text to include changes to the <i>Educators' Code of Ethics</i> , as adopted by the State Board for Educator Certification that became effective 12/26/2010
Harassment of Students		Edited the fourth sentence in the first paragraph to clarify the requirement to report harassment of a student by an employee or adult Added a reference to the topic "Bullying" in the last sentence
Sick Leave Bank		Changed to Catastrophic Sick Leave Bank. Clarified requirements for eligibility: Must qualify for FMLA- this is in accordance with the eligibility requirement for membership (Must be employed in the District for at least one year). In addition to this, the member must have worked 1,250 hours service in the previous twelve month period in order to withdraw days. Clarified definition of Catastrophic – serious illnesses/injuries that are life threatening and/or severely incapacitating. It is not meant to cover temporary ailments, routine surgeries, or broken bones. Provided examples of those conditions that may enable a member to withdraw leave from the bank. Revised the Sick Leave Bank Physician's Statement. Required audit of sick/personal leave to prevent an abuse of leave.
Reporting Suspected Child Abuse		Added the text "Abuse is defined by the Texas Family Code and also includes any sexual conduct involving an educator and a student or minor. SBEC and includes the following acts or omissions: <ul style="list-style-type: none"> ○ Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning; ○ Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning; ○ Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or ○ Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare." ○ Added the text "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."
Technology Resources		Changed the title from "Computer Use and Data Management" to "Technology Resources" Replaced "electronic communications systems" with "technology resources" in the text

Topic		Description of Change
Sexual Abuse and Maltreatment of Children		Added text to define maltreatment of children
Personal Use of Electronic Media		Edited the policy changing “EFE” to “CY” This topic addresses employee use of electronic media for personal reasons. The intent is to reinforce that professional standards of conduct apply to any type of personal behavior including the use of electronic media.
Employee Arrests and Convictions		Edited the first paragraph deleting “any offense involving moral turpitude” Edited the second bulleted list to include the definition of drug- or alcohol-related offenses included in 19 TAC § 249.3 (27) and § 249.16 (b)
Alcohol and Drug Abuse Prevention		Added reference to Policy DI (Local)
Fraud and Financial Impropriety		Districts that receive Medicaid payments in excess of \$5 million dollars to include information on federal and state laws on Medicaid fraud
Gifts and Favors		Edited the text in the second paragraph to include additional types of instructional materials that a district may select (e.g., electronic textbooks or technology equipment
Copyrighted Materials		Added policy reference to Policy CY and deleted reference to Policy EFE Edited the text, replacing “Rented videos” with “Electronic media, including motion pictures and other audiovisual works” Changed the policy references and clarified instructions for dissemination of information on district procedures regarding the use of copyrighted materials
Charitable Contributions		Added text “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 fund-raiser. 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 fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.”
Pest Control Treatment		Edited the second paragraph to include description of process for notifying individual employees of pesticide applications

Topic		Description of Change
Bad Weather Closing		Added additional methods to broadcast information to parents and employees (e.g., e-mail, text messages, Facebook, and Twitter).
Exit Interviews and Procedures		Added policy reference to Policy CY. Edited the last sentence to clarify that property that must be returned includes intellectual property
Bullying		Added text “All employees are required to report student complaints of bullying to the campus principal or supervisor.” (HB 942)
Time Clock Plus Timekeeping Procedures		Updated language at Overtime and Docked Pay

