

# **EMPLOYEE HANDBOOK**



**2011-2012**

## **2011-2012 Table of Contents**

Introduction	1
2011-2012 Begin/End Work Calendar	1
District Information	2
Board of Trustees	3
Board Meeting Schedule for 2011 – 2012	4
RED X DAY CALENDAR 2011 - 2012	5
Helpful Contacts	6
Employment	6
Equal Employment Opportunity	6
Job Vacancy Announcements	7
Employment after Retirement	7
Contract and Non-Contract Employment	8
Searches, Alcohol, and Drug Testing	8
First Aid, AED, and CPR Certification	9
Employee Bloodborne Pathogen Exposure Control Plan	9
Reassignments and Transfers	9
Staff Transfer Procedures	10
Workload and Work Schedules	11
Notification of Parents Regarding Qualifications	12
Staffing Guidelines for New Schools	13
Outside Employment and Tutoring	13
Performance Evaluation	14
Employee Involvement	15
Staff Development	15
Compensation and Benefits	15
Salaries, Wages, and Stipends	15
Paychecks	17
Annualized Compensation	17
Monthly Payroll Schedule	18
Biweekly Payroll Schedule	19
Payroll Deductions	20
Overtime Compensation	21
Travel Expense Reimbursement	21
Licenses and Certification Fees	22
Health, Dental, and Life Insurance	22
Supplemental Insurance Benefits	23
Cafeteria Plan Benefits (Section 125)	23
Worker's Compensation Insurance	23

Unemployment Compensation Insurance	23
Leaves and Absences	24
Continuation of Health Insurance	24
State Personal Leave	24
State Sick Leave	25
Non Duty Days	26
Local District Sick Leave	26
Reimbursement for Unused Local Leave	27
Medical Certification	27
Bereavement (Funeral) Leave	28
Catastrophic Sick Leave Bank	28
Family Medical Leave (FMLA)	28
Military Family Service Leave	29
Temporary Disability	33
Job Protection Rights	34
Worker's Compensation Benefits	34
Assault Leave	34
Jury Duty	35
Other Court Appearances	35
Military Leave	35
Religious Observances	35
Compliance with Subpoena	36
Substitute Teacher Hours	36
Subfinder Instructions	37
Long-Term Substitutes	41
Substitute Evaluation Procedures	42
Employee Relations and Communications	42
Employee Recognition and Appreciation	42
District Communications	42
Internet Accounts	42
Technology Resources	43
Personal Use of Electronic Media	43
Use of Electronic Media with Students	44
Complaints and Grievances	47
Employee Conduct and Welfare	48
Texas Educators' Code of Ethics	49
Discrimination, Harassment and Retaliation	51
Harassment of Students	51
Drug Abuse Prevention	52
Reporting Suspected Child Abuse	52
Conflicts of Interest	54

Gifts and Favors	54
Charitable Contributions	54
Associations and Political Activities	54
Safety	54
Tobacco Use	55
Possession of Firearms and Weapons	55
Visitors in the Workplace	55
Copyrighted Materials	55
Asbestos Management Plan	56
Cell Phones	56
Pest Control Treatment	56
Employee Arrests and Convictions	56
Criminal Background Check	57
Dress and Grooming	57
Fraud and Financial Impropriety	57
General Procedures	58
Bad Weather Closing	58
Emergencies	58
Purchasing Procedures	58
Name and Address Changes	58
Personnel Records	58
Building Use	59
Termination of Employment	59
Resignations	59
Dismissal and Nonrenewal of Contract Employees	59
Exit Interviews and Procedures	59
Reports to State Board for Educator Certification	60
Dismissal of Non Contract Employees	60
Job Abandonment	60
Reports Concerning Court-Ordered Withholding	60
Student Issues	61
Equal Educational Opportunities	61
Student Records	61
Parent and Student Complaints	61
Administering Medication to Students	62
Dietary Supplements	62
Psychotropic Drugs	62
Student Discipline	62
Student Attendance	62
Hazing / Bullying	63
CISD Substitute Teacher Performance Report	64

CISD Computer Accounts Request Form	65
403(b) and 457(b) Retirement Plan Programs	66
Deferred Compensation Plans	67
403(b) Deferred Compensation and/or Roth Contribution	67
457(b) Deferred Compensation Plan	68
Time Clock Timekeeping Procedures	69
Fraud Reporting Form	72

## INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. CISD policies and procedures are summarized in this handbook. The policy manual and this handbook are available on the CISD website at [www.comalisd.org](http://www.comalisd.org). Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department. This handbook is neither contract nor a substitute for the official policy manual. It is not intended to alter the at-will status of employees in any way. It is a guide to and a brief explanation of District policies. District policies and procedures can change at any time. For more information, employees may refer to the policy codes that are associated with the handbook topics, confer with their supervisor, or call the appropriate District office.

**2011-2012 Begin and End Dates for Employee / Positions**

Position	# Max Days	Contract Begin Date	Contract End Date	Discr Days	Calendar Code
Bus Driver, Bus Asst, Student Worker	180	8/15/11	5/25/12		00
Child Nutrition: Specialist, Asst Mgrs & Interns	183	8/10/11	5/30/12		05
Educational Assoc / Educational Asst / Admin Asst / LVN	184	8/15/11	5/25/12		08
Child Nutrition Managers	187	7/25/11	5/30/12		10
Teachers / RN / Speech Therapist / OT-PT / Lead Bus Driver / COTA / Parent Support Spec / Educ Assoc Specialists	187	8/15/11	5/31/12		15
Elem Counselor / Librarian / Elem & MS Diag, LSSP / Migrant-Homeless Liaison / Admin Asst / Alternative Campus Student Rec Spec / Elem Student Rec Spec / Parent Community Specialist	192	8/8/11	5/31/12		20
HS & MS Student Record Spec / Attendance Officer / Sp Ed Technology Spec / Instructional Spec / Accounting Assistant / MS Band Director / Academic & Career Advisor / Admin Asst	197	8/1/11	5/31/12		25
Voc Teachers / MS & HS Admin Asst / HS Diag, LSSP	202	7/28/11	6/1/12		30
MS Counselor / Elem & MS Asst Principals / HS Registrar / Instructional Specialist / Social Worker / Alternative Campus Senior Assoc	207	7/25/11	6/7/12		35
HS Counselor / Voc Teachers	212	7/19/11	6/8/12		40
Elem & MS Princ / HS Asst Princ / EL & MS Senior Assoc / Athl Asst / Coor for Acad Instr / Coor for Sp Programs	217	7/18/11	6/14/12		45
HS Princ & Senior Assoc / AG Teachers / Support Services Administrators & Support Staff / HS Band Director / Athl Coord / Coor for Sp Programs / Alternative School Principal / Campus Security Guard / SACC Senior Assoc and Site Assts.	227	7/1/11	8/29/12	11	55
Maintenance & Operations, Transportation (had 10 yrs in CISD as of 8-30-08)	230	7/1/11	8/29/12	18	60
SACC Aides	236	7/1/11	8/29/12		70
Maintenance & Operations, Transportation	237	7/1/11	8/29/12	11	65

6/1/11 db

## **DISTRICT INFORMATION**

The fast-growing Comal Independent School District spans 589 square miles of central Texas, including parts of five central Texas counties — Comal, Bexar, Hays, Kendall, and Guadalupe. Within the district are the communities of Canyon Lake, Sattler, Startzville, Hancock, Fischer, Spring Branch, Smithson Valley, Bulverde, Garden Ridge, and part of the cities of San Antonio and New Braunfels. Major highways crossing the district include Interstate 35, U.S. Highway 281, and Texas Highway 46.

Comal ISD's projected student enrollment for 2011-12 is approximately 17,800 and reflects an increase of about 700 new students. There are 16 elementary schools, five middle schools, four high schools, and a discipline center.

In August, one elementary school will open, Kinder Ranch (Bond 2008).

In May 2008, voters approved a \$205.85 million bond issue allowing Comal ISD to expand Canyon and Smithson Valley high schools to 2,575 students each. Four middle schools were expanded to 1,150 students each and one new elementary school is being built (Indian Springs area).

Comal ISD is a TEA "Recognized" district. All campuses in the Comal Independent School District are fully accredited by the Texas Education Agency (TEA).

## **MISSION STATEMENT, GOALS, AND OBJECTIVES (AE)**

The mission of the Comal Independent School District is to provide extensive learning opportunities for all students to ensure they become contributing members of our society.

## **BOARD OF TRUSTEES (BA, BB series, BD series, and BE series)**

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, employment of the superintendent, and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by law and State Board of Education rules.

The Board of Trustees is elected by the citizens of the District to ensure a strong educational program for the District's children. Trustees are elected by single member Districts and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside within the District.

The board meets once a month on the date and times indicated in this handbook. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district web site and at Support Services 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 two hours notice.

All meetings are open to the public. Closed meetings or sessions as authorized under the Texas Open Meetings Act, Texas Government Code 551.001 et seq. shall be held at the date, hour, and place given in the notice.

During the audience participation portion of each regular meeting, the public may address the Board on any subject not posted on the agenda, provided they have followed the proper protocol procedures.

### **Comal ISD Board of Trustees 2011-2012**

		<b>District</b>
<b>President</b>	Frank Baker	3
<b>Vice-President</b>	David Drastata	2
<b>Secretary</b>	Bill Swint	7
<b>Treasurer</b>	David Spencer	6
<b>Immediate Past President</b>	Carol Kendall Keller	5
<b>Trustees</b>	Dale Dehlin	4
	Stephen Smith	1

**Comal Independent School District  
Board of Trustees  
2011-12 Meeting Calendar**

Meeting Date	Meeting Day	Meeting Type
6/14/2011	Tues.	Canceled
6/28/2011	Tues.	Board meeting
7/13/2011	Wed.	Board meeting
8/10/2011	Wed.	Board workshop / budget
8/24/2011	Wed.	Board meeting
9/22/2011	Thurs.	Board meeting
10/27/2011	Thurs.	Board meeting
11/17/2011	Thurs.	Board meeting
12/15/2011	Thurs.	Board meeting
1/26/2012	Thurs.	Board meeting
2/9/2012	Thurs.	Board workshop / topic to be determined
2/23/2012	Thurs.	Board meeting
3/29/2012	Thurs.	Board meeting
4/12/2012	Thurs.	Board workshop / topic to be determined
4/26/2012	Thurs.	Board meeting
5/10/2012	Thurs.	Board workshop / budget
5/17/2012	Thurs.	Board meeting
6/12/2012	Tues.	Board workshop / budget
6/26/2012	Tues.	Board meeting

**Location:**

Comal ISD Support Services Board Room  
1404 IH 35 North  
New Braunfels, TX 78130

Board adopted 6-28-2011

# 2011-2012 Comal ISD RED X DAY Calendar

July 2011						
S	M	T	W	T	F	S
					1	2
3	H4	5	6	7	8	9
10	T11	T12	T13	T14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	X	X	X	X	X	20
21	X	23	24	25	26	27
28	29	30	31			

September 2011						
S	M	T	W	T	F	S
				1	X	3
4	H5	X	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	X	H23	24
25	X	27	28	29	30	

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	T18	T19	T20	T21	22
23	24	25	26	27	28	29
30	31					

November 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	X	H23	H24	H25	26
27	X	29	30			

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	X	17
18	H19	H20	H21	H22	H23	24
25	H26	H27	H28	H29	H30	31

Student/Staff Holidays		
Holidays	July 4 Fourth of July	
	September 5 Labor Day	
	September 23 Fair Day	
	November 23 -25 Thanksgiving	
	December 19 - January 1 Christmas Break	
	March 12 - 16 Spring Break	
	May 28 Memorial Day	
	Holiday or Bad Weather Make-up Days	
	February 20 Presidents' Day	
	April 6 Good Friday	
Teacher Training/Staff Development/Workdays		
Students <u>do not</u> attend school on these days		
▲	August 8-11 New Teacher Training	
▲	August 15-19 Staff Development & Workdays	
▲	January 16 Staff Development	
▲	February 20 Staff Development	
▲	May 29 Workday	
▲	May 30 - 31 Learning Academy	
Nine-Week Reporting Periods		
Begins	Ends	Days
Aug. 22	Oct. 21	43
Oct. 24	Jan. 13	47
Jan. 17	Mar. 9	38
Mar. 19	May 25	49

**RED X DAYS ARE:**

- Staff Development and Work Days
- Before and After Holidays
- Beginning and Ending of Semester
- TAKS & STAAR Days (TESTING CAMPUSES ONLY)

ALL SCHOOLS

HS TAKS RETEST DAYS NOT RED X

HS ONLY

MS AND HS ONLY

**NOTE:** RED X dates apply to Campus Staff (not applicable to Maint, Transp, CN, SS)

January 2012						
S	M	T	W	T	F	S
1	X	3	4	5	6	7
8	9	10	11	12	X	14
15	X	X	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	X	18
19	X	X	22	23	24	25
26	27	28	29			

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	T5	6	X	T8	X	10
11	H12	H13	H14	H15	H16	17
18	X	20	21	22	23	24
25	X	X	X	X	30	31

April 2012						
S	M	T	W	T	F	S
1	2	3	4	X	6	7
8	X	10	11	12	13	14
15	16	17	18	19	20	21
22	23	X	X	X	X	28
29	30					

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	X	X	X	X	X	12
13	X	X	X	X	X	19
20	21	22	23	24	X	26
27	H28	X	X	X	X	

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

www.comalisd.org



CISD Board Approved: 12.17.09  
Updated: 11.18.10 & 4.13.11

## **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 Support Services department.

## **District Directory**

A District directory is updated at the beginning of each school year. Employees who prefer that their home address and telephone number be maintained as confidential information must notify the Human Resources Department in writing immediately.

## **EMPLOYMENT**

### **Equal Employment Opportunity (Policies DAA, DIA)**

The Comal Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, 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.

### **ADA/Section 504 Coordinator**

The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Director of Special Education  
Comal ISD  
1404 IH 35 North  
New Braunfels, TX 78130  
(830) 221-2000

### **Title IX Coordinator**

Employees with questions or concerns about discrimination on the basis of race, religion, sex, national origin, or age should contact the Assistant Superintendent for Administrative Services.

Employees with questions or concerns relating to discrimination of the Education Amendment of 1972 should contact under Title IX:

Assistant Superintendent of Administrative Services  
Comal ISD  
1404 IH 35 North  
New Braunfels, TX 78130  
(830) 221-2000

Employees with questions or concerns about discrimination on the basis of a disability under Title II of the Americans with Disabilities Act of 1990 should contact:

Director for Legal Services  
Comal ISD  
1404 IH 35 North  
New Braunfels, TX 78130  
(830) 221-2000

For complaint procedures see Board Policy DGBA (Legal) and DGBA (Local).

### **JOB VACANCY ANNOUNCEMENTS (Policy DC)**

Announcements of job vacancies by position are posted on the District's website at [www.comalisd.org](http://www.comalisd.org). Details on applying for job openings (i.e., who to contact, deadline if applicable) are available with the posting.

### **EMPLOYMENT AFTER RETIREMENT**

According to TRS rules and state law, individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits. 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, or by visiting the TRS website [www.trs.state.tx.us](http://www.trs.state.tx.us).

## **CONTRACT AND NONCONTRACT EMPLOYEES (Policies DC series)**

### **Probationary Contracts**

All full-time professional employees, including nurses, employed in positions requiring certification and new to the District receive probationary contracts 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 may also be employed by probationary contract. The probationary period is one (full) year for those who have been employed in public schools for at least five of the eight years preceding employment with the District. For those with less experience, the probationary period will be three years, with an optional fourth year if the Board determines it is doubtful whether a term contract should be given.

### **Term Contracts**

Full-time teachers and administrators employed in positions requiring certification as well as librarians, counselors, diagnosticians, and nurses who have successfully completed the probationary period will be employed by term contracts. Campus principals and assistant principals are employed under probationary contracts and one-year term contracts. Central office administrators are employed under the following: at will, probationary contracts, or term contracts. All contract employees serve their first year on a probationary contract. 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 on line or copies can be provided upon request.

### **Noncertified Professional and Administrative Employees**

Except for executive directors and assistant superintendents, employees in professional and administrative positions that do not require certification (such as noninstructional administrators) are employed at will. 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.

## **SEARCHES, ALCOHOL, AND DRUG TESTING (Policies DHE, DBBA)**

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. The district may search the employee, the employee's personal items, work areas, lockers, district-owned computers, and private vehicles parked on district premises or worksites or used for district business. The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee who is required to have 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 testing requirements when 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, as a follow-up measure. Testing may be conducted 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 or drugs, returns to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of a 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 or related educational material should contact Assistant Superintendent for Administrative Services.

### **FIRST AID, CPR and AED Certification (Policies DBA, DMA)**

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to their supervisor. This certification will be on file in the campus office.

### **EMPLOYEE BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN (Policy DBB)**

The employee bloodborne pathogen exposure control plan is provided by Comal Independent School District to be analogous with 29 CFR 1910.1030, Occupational Safety and Health's OSHA Bloodborne Pathogens Standard as specified in Chapter 81.304 of the Health and Safety Code, Subchapter H. This plan is designed to minimize exposure risk of Comal Independent School District employees and to include procedures relating to occupational exposure to bloodborne pathogens, training and educational requirements for employees, measures to increase vaccination of employees, and increased use of personnel protective equipment by employees. The District will provide for on-going review and the implementation of the plan. A copy of the plan will be available in each of the school clinics, the Human Resources office, and can be obtained by contacting the District Nurse Supervisor.

### **REASSIGNMENTS AND TRANSFERS (Policy DK)**

All personnel are subject to assignment and reassignment by the Superintendent. 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. When reassignments are due to enrollment shifts or program changes, the

Superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time.

### **STAFF TRANSFER PROCEDURES (Campus Instructional Professionals)**

The District transfer process typically begins in February. A transfer timeline and form will be provided annually to campus administrators for distribution to all teachers and other campus instructional professionals. Teachers on probationary contracts for the following year cannot voluntarily transfer to another campus. Requesting a transfer does not guarantee the request will be granted. Hiring administrators will make transfer decisions in accordance with the timeline.

Applying for a position at another district campus shall be without prejudice to the employee and shall not jeopardize his/her present assignment. If less than three weeks remain prior to the first day of classes, teachers and other campus instructional professionals will not be able to receive a transfer to another campus unless agreed upon by both principals involved.

Teachers and other campus instructional professionals voluntarily requesting a transfer and being selected for a transfer will remain on the receiving campus even if vacancies occur at the sending campus. An exception could be made if the teacher or other campus instructional professional requests to return to the sending campus and the return transfer is agreeable with both principals involved.

### **Definition of Excess Teachers and Other Campus Instructional Professionals**

Teachers and other campus instructional professionals who are no longer needed on a specific campus as a result of decline in projected enrollment, a program change, or a modification of staffing guidelines are defined as excess. (See Staffing Guidelines for New Campuses)

### **Identification and Placement of Excess Teachers or Other Campus Instructional Professionals**

The identification of excess teachers and other campus instructional professionals is based on District seniority with some exceptions. These exceptions, in consultation with the Human Resources Department, can include:

- Certification, endorsement or highly qualified status
- Bilingual ability
- Racial/ethnic balance
- Responsibility for specified initiatives designed in the Campus Improvement Plan
- Extracurricular assignments
- Maintaining balance of veteran and new teachers on campus

### **Definition of Seniority**

Seniority is continuous uninterrupted service with the District. Continuous service includes all professional service and is cumulative regardless of the teaching assignment. A teacher or other campus instructional professional returning to duty following an official leave of absence maintains the system seniority held when the teacher or other campus instructional professional went on leave.

### **Grade-level or Campus-wide Determination**

While using District seniority to determine excess staff, elementary principals can either use grade-level or campus-wide distribution of teachers to determine excess status as based on student enrollment projections. Once an elementary principal declares the use of grade-level or campus-wide distribution, the principal must maintain that same system until the first day of classes. Beginning on the first day of class, the principal may only use grade-level seniority to identify excess teachers.

### **Proficient Performance**

Only teachers and other campus instructional professionals whose performance is at least proficient will be placed on the excess list. Teachers and other campus instructional professionals who are on an intervention plan and/or have been in contractual difficulty for the current school year shall not be placed on the excess list.

### **Identification and Notification**

Principals will identify excess teachers and other campus instructional professionals. The list must be approved by the Human Resources Department. The campus principal will provide notification to teachers and other campus instructional professionals who are identified as excess.

### **Assignment**

The Assistant Superintendent for Administrative Services will facilitate the assignment of all excess teachers and other campus instructional professionals to campuses where vacancies exist. They will have appropriate certification and qualifications for the vacant positions. They must be placed before external hiring can commence.

The placement of excess teachers and other campus instructional professionals shall be consistent with contractual obligations. Placement will be made, if possible, by May 15.

### **Special Education Units**

Due to the specialization of Special Education teachers and units, the Special Programs department will identify the units and teachers who will be moved. The following is the process for the movement of Special Education units from one campus to another.

- The teacher assigned to the unit moves with the unit to the new campus.
- The principal receiving the unit must accept the teacher.
- If the teacher has put in for a transfer or a reassignment on the original campus and the transfer/reassignment is accepted by the principal, the teacher vacates the position at the campus where the unit has been assigned for the new school year.
- If the transfer is not accepted, the teacher moves with the unit to the campus where the unit has been assigned for the new school year.
- The instructional aide assigned to the unit moves with the unit to the new campus.
- If the instructional aide applies for a position on the original campus or another campus and the aide is selected by a principal, the aide vacates the position at the campus where the unit has been assigned for the new school year.

## **WORKLOAD AND WORK SCHEDULES (Policies DEA and DL)**

**Professional and Administrative employees** are exempt from overtime pay and are

employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedules for teachers and all holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year. Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level and 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 one day a week when no other personnel are available.

### **Teacher Workday**

Elementary School 7:15am – 3:15pm

Middle & High School 7:45am – 4:15pm

### **Exception**

If necessary because of a personnel shortage, extreme economic conditions, or unavoidable or unforeseen circumstances, and in accordance with commissioner rules, the District may require a classroom teacher or librarian to supervise students during lunch no more than one day in any school week. *Education Code 21.405*

### **Routine Responsibility**

According to board policy DL (LOCAL), under routine responsibilities, it clearly states that the administration shall determine the distribution of work among staff members. The Superintendent and principals shall require each staff member to be on duty before and after regular school hours long enough to plan and carry out individual professional responsibilities. These responsibilities shall include planning, supervision, guidance, instruction, and other routine duties or assignments made by the Superintendent or the principal, such as work related to extracurricular activities, hall duty, and cafeteria duty.

### **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 are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

## **NOTIFICATION OF PARENTS REGARDING QUALIFICATIONS (Policies DK, DBA)**

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned to or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate

or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Human Resources Department (See also DBA (LEGAL)).

## **STAFFING GUIDELINES FOR NEW CAMPUSES**

New campuses in the District are staffed using a combination of existing personnel and new employees to the District. The viability of all campuses is ensured when the quality of staff on each campus is maximized.

District-level administrative personnel have a dual responsibility in staffing new campuses. They are responsible for assisting new campus principals in maximizing the quality of their staff while at the same time assuring that established campuses retain their own high quality of personnel.

A principal of a new campus does not have total autonomy in staffing his/her campus.

Prior to recommending athletics, fine arts, special education, career and technology, or special program staff, the new campus principal must work with District-level administrators responsible for such programs.

Prior to hiring new employees, the principal must also work with Human Resources in the placement of excess district staff.

As a new school opens, established schools' staffing allotments and student enrollments decrease (the exception is when a new school replaces an older school). The new school must take the number of teachers identified as "excess" from the established campus(es) prior to accepting transfers from other schools and prior to hiring from outside the district. (See Staff Transfer Procedures)

A principal of a new campus is limited to taking no more than 25 percent of the current departmental or grade-level leaders of an established campus. This is true even though they may or may not serve in a similar capacity on the new campus. Secondary departmental positions are noted as language arts, mathematics, science, social studies, fine arts, and career and technology. Elementary grade-level leaders are noted as team leaders for prekindergarten through 5<sup>th</sup> grade. Exceptions to this practice must be approved by the Superintendent.

Transfers of administrative, professional and office support staff, and exceptions/variations to these guidelines must be approved by the Superintendent.

## **OUTSIDE EMPLOYMENT AND TUTORING (Policy DBD)**

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case by case basis and determine whether it should be prohibited because of a conflict of interest.

## **PERFORMANCE EVALUATION (Policies DN, DNA, DNB)**

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. A job description, previously signed by the employee, should be referred to during the evaluation. All employees will participate in the evaluation process with their assigned supervisor at least annually. Evaluations will be completed through Eduphoria on forms approved by the district. Reports, correspondence, and memoranda can also be used to document performance information. All employees can print a copy of their evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. All evaluations are finalized through electronic signatures.

Comal ISD has adopted the Professional Development and Appraisal System instrument for teacher evaluations. The following rules and procedures apply:

- 1) Scheduling of Appraisals** All teacher appraisals will be unscheduled.
- 2) Appraisal Calendar** The 2011-2012 Appraisal Calendar is as follows: **September 12, 2011 – April 13, 2012**, excluding the last day of instruction before an official school holiday.

### **Second Appraiser Request**

Teacher must make a written request for a second appraiser within ten (10) working days of receiving a written observation report or a summative appraisal. The written request must be submitted to the teacher's supervisor. The supervisor will notify the Assistant Superintendent for Administrative services. The Assistant Superintendent for Administrative Services will assign a second appraiser from the list of certified appraisers.

### **3) Computation of Appraisal Scores**

In the event a second appraisal is requested, each domain score will be weighted as follows:

- a. The primary or first appraisal will be weighted at 60% of each domain score.
- b. The second appraisal will be weighted at 40% of each domain score.
- c. The two scores will be computed according to the above weighted score and added together to determine a score for each domain.
- d. The final score will remain as calculated; no rounding will occur.
- e. The computation will be attached to the PDAS evaluation in Eduphoria.

### **4) Probationary Teachers**

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of a contract term.

## **5) Employment Decisions**

When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.

## **6) Grievance**

A teacher may formally grieve his/her PDAS appraisal by following procedures in the Board Policy DGBA (Local).

## **EMPLOYEE INVOLVEMENT (Policies BQA, BQB)**

At both the campus and District levels, Comal ISD offers opportunities for involvement in matters that affect employees and influences the instructional effectiveness of the District. As part of the District's decision-making process, employees may either be asked or elected to serve on District-or campus-level advisory committees. Involvement focuses on issues that influence the instructional effectiveness of the district. Plans and detailed information about the shared decision-making process are available in each campus office or from the Curriculum and Instruction department. The District Educational Improvement Council is the District-level advisory committee. The Council meets monthly during the school year at various locations throughout the District.

## **STAFF DEVELOPMENT (Policy DMA)**

Staff development activities are organized to meet the needs of employees and the District. Staff development is predominantly campus-based, related to achieving campus performance objectives, and developed and approved by District-and campus-level advisory committees. 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 and DEAA)**

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation.

Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a single work week. Salaries are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. All employees can verify their annual pay notice on-line in

September of each school year. Classroom teachers, librarians, and nurses will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular duties may be paid a stipend in addition their salary according to the District's extra-duty pay schedule.

Employees should contact the Human Resources Department for more information about the District's pay schedules or the District's Position Management staff member regarding their own pay.

### **New Employee Salary Placement**

Years of experience credit eligibility: Prior work experience related to the position with Comal ISD will be reviewed.

Exempt salary schedule employees: Per Board adopted District Employment Schedule.

Counselors, Librarians, Nurses, Teachers: Per Texas Commissioner's Rules on Creditable Years of Service, Education Code and/or Texas Administrative Code regulations.

Non-Exempt employees: Per Board adopted District Employment Schedule.

### **To obtain experience credit:**

For Counselors, Librarians, Nurses, Teachers: To have years of experience counted towards one's salary, the employee must submit any applicable work experience information (e.g., service records) and transcripts indicating highest level of degree during the hiring process.

For Other Employees: Once employees submit applicable work experience information, salary adjustments, based on other current employees' salaries in the same position, will begin the month of submittal. Unless approved by Human Resources, no retroactive payments will be approved.

### **Returning Employees: Reinstatement or Rehire**

Re-employment: Employees who are rehired to fill a position other than the one held immediately prior to separation and/or who has had a break-in service greater than twelve months or one school year. Placement and pay rate will follow the policies and procedures governing placement and pay determination for new employees. All benefits will be the same as for a new hire.

Reinstatement: Employees who are re-hired to fill a position in the same classification as held immediately prior to a break-in service twelve months or less. The employee will be placed at the pay rate previously held prior to the break-in-service and will be eligible to receive any fiscal year pay increases (provided the employee was in full-time pay status for a minimum of 90 days).

Degree credit for non-exempt employees: Non-exempt employees who have at least a bachelor's degree shall receive a \$1.00 increase per hour. The salary change will become effective once the transcript is received by Human Resources. No retroactive degree credit compensation will be given. For more payroll information, contact the Payroll Department.

## **PAYCHECKS & AUTOMATIC PAYROLL DEPOSIT**

All professional, paraprofessional, and child nutrition employees are paid monthly. Bus drivers, custodians, and maintenance employees are paid every two weeks.

The District requires all employees to use an automatic payroll deposit. All new employees hired after July 1, 2004 are required to have their paychecks electronically deposited into an account at the bank of their choice. With automatic deposit, an employee's paycheck is immediately available on the pay date. Employees must access their check pay stub from the Comal ISD Intranet page: [http://intranet.comalisd.org/iTCCS\\_Employee\\_Portal.asp](http://intranet.comalisd.org/iTCCS_Employee_Portal.asp) \*

Contact the Payroll Office for more information about the automatic payroll deposit service.

**\* Employees are responsible for verifying paycheck deductions and benefit information via the Employee Portal. It is highly recommended that this occur monthly.**

### **Final Paycheck Distribution**

For resignation and retirements, your final paycheck is for the pay date following your effective resignation date.

## **ANNUALIZED COMPENSATION (Policy DEA)**

The District pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first pay period of the school year. An employee, who separates from service before the last day of instruction or retires under TRS, will receive in his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

The schedule of pay dates for the 2011-2012 school year is as follows:

**COMAL INDEPENDENT SCHOOL DISTRICT**

**MONTHLY PAYROLL SCHEDULE**

<u>MONTH</u>	<u>PAY DATE</u>	<u>DIRECT DEPOSIT DATE</u>
July	07-15-11	07-14-11
August	08-15-11	08-12-11
September	09-15-11	09-14-11
October	10-14-11	10-13-11
November	11-15-11	11-14-11
December	12-15-11	12-14-11
January	01-13-12	01-12-12
February	02-15-12	02-14-12
March	03-09-12	03-09-12
April	04-13-12	04-12-12
May	05-15-12	05-14-12
June	06-15-12	06-14-12
July	07-13-12	07-12-12
August	08-15-12	08-14-12

Payroll due dates is the 1<sup>st</sup> of every month. (This is for any timesheets or extra duty pay.)

**2011 - 2012 BI-WEEKLY  
PAYROLL SCHEDULE**

<b>DATES PAID FOR</b>	<b>PAY DATE</b>
June 26 - July 09, 2011	22-Jul-11
July 10 - July 23, 2011	5-Aug-11
July 24 - Aug 06, 2011	19-Aug-11
August 07 - August 20, 2011	2-Sep-11
August 21 - September 03, 2011	16-Sep-11
September 04 - September 17, 2011	30-Sep-11
September 18 - October 01, 2011	14-Oct-11
October 02 - October 15, 2011	28-Oct-11
October 16 - October 29, 2011	11-Nov-11
<b>October 30 - November 12, 2011</b>	<b>#*22-Nov-11*</b>
<b>#*Normally Payday is 11/25/2011*</b>	
November 13 - November 26, 2011	9-Dec-11
<b>November 27 - December 10, 2011</b>	<b># *16-Dec-11*</b>
<b>#*Normally Payday is 12/23/11*</b>	
<b>Christmas Break 12/18/11 - 12/31/11</b>	
December 11 - December 24, 2011	6-Jan-12
December 25 - January 07, 2012	20-Jan-12
January 08 - January 21, 2012	3-Feb-12
January 22 - February 04, 2012	17-Feb-12
February 05 - February 18, 2012	2-Mar-12
<b>February 19 - March 03, 2012</b>	<b>#*9-March-12*</b>
<b>#*Normally Payday is 03/16/2012*</b>	
March 04 - March 17, 2012	30-Mar-12
<b>Spring Break 03/11/2012 - 03/17/2012</b>	
March 18 - March 31, 2012	13-Apr-12
April 01 - April 14, 2012	27-Apr-12
April 15 - April 28, 2012	11-May-12
April 29 - May 12, 2012	25-May-12
May 13 - May 26, 2012	8-Jun-12
May 27 - June 09, 2012	22-Jun-12
June 10 - June 23, 2012	6-Jul-12
<b>NOTE: *These payrolls could be estimated*</b>	
<b># Early payrolls - Direct Deposit &amp; Payday will be the same day</b>	

## Salary Inaccuracies

(Salary adjustments because of discrepancy) If an error is discovered in your salary, please report the error to Business Office immediately.

Employee Type	Procedure to Correct Salary Errors
Exempt Employees	Retroactive adjustment to the beginning of current school year (if applicable).
Non-Exempt Employees	Retroactive adjustment to a maximum of three years (if applicable).

## Non-Exempt Employee Job Movement

Promotion: When an employee moves to a position classified higher on the salary schedule, the employee will receive the dollar difference between the new pay grade's initial salary and the former pay grade's initial salary. If the employee moves to a different salary schedule, then Human Resources will determine the salary taking into account related work experience.

Demotion (voluntary): When an employee elects to be reassigned to a lower classified position, the employee will have the dollar difference between the new pay grade and the former pay grade subtracted from their salary. If the employee moves to a different salary schedule, then Human Resources will determine the salary taking into account related work experience.

Demotion (involuntary): When an employee is requested to move to a lower classified position, the employee's job title will change and their pay will remain the same. If the involuntary demotion is because of performance or disciplinary reasons, then salary determination will be made by Human Resources.

## PAYROLL DEDUCTIONS (Policy CFEA)

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

Other payroll deductions employees may elect include, but not limited to, deductions for employee's share of premiums for dependent health/dental, income replacement, annuities, United Way, the Texas Tomorrow Fund, Comal Education Foundation, life/cancer insurance, and disability income. Employees may also request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave. **Employees will be docked their daily rate of pay if no leave is available. The pay docks will be taken immediately.**

The FMLA guidelines allow the District to continue to pay the District's portion of the health insurance premium for the specified period of time that an employee is on FMLA leave. Employees who will be on a pay dock during the time that they are on FMLA leave will need to contact the Employee Benefits Department to make arrangements for payment of insurance premiums. If applicable, deductions for child support, professional dues, and income protection plans may be affected.

### **OVERTIME COMPENSATION (Policy DEA)**

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

Employees may be compensated for overtime at time-and-a-half with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 24 hours of comp time.
- Comp time must be used before 2 pay cycles after earning.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's discretion.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

### **TRAVEL EXPENSE REIMBURSEMENT (Policy DEE)**

Before any travel expenses are incurred by an employee, the employee's supervisor and Central Office 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 and the Internal Revenue Service. Employees must submit receipts to be reimbursed for expenses other than mileage except in the case of meals when there is an overnight stay. Meals when there is an overnight stay will be reimbursed at a rate of up to \$36.00 per day and no receipts are required. A request for a professional travel form must be completed and approved **prior** to any travel.

## **LICENSES AND CERTIFICATION FEES**

The District will pay for an employee's initial Commercial Driver's License (CDL) fee required of the position. The employee pays for CDL renewal fees. An employee shall pay for all other license and certification fees required of the position.

### **Certification and Licenses (Policy DBA)**

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 the Human Resources Department 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 extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources Department if you have any questions regarding certification or licensure requirements.

## **HEALTH, DENTAL, AND LIFE INSURANCE**

Comal Independent School District DOES NOT endorse any specific insurance plan or annuity plan, aside from the health insurance plan offered to all employees.

Group health and dental insurance coverage is available to employees who are full-time employees. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage and eligibility requirements are provided to all employees in a Group Benefit Plan booklet.

Employees who experience a change of family status, i.e., death of a spouse or dependent, marriage or divorce, or birth or adoption of a child must complete a Participant Change Form within 30 days of the change in family status. These forms are available in the Human Resources Department.

Employee Insurance Open Enrollment information may be obtained from the Employee Benefits Coordinator's office (830-221-2102). New employees must complete enrollment forms within the first thirty (30) days of employment.

COBRA (Consolidated Omnibus Budget Reconciliation Act) Federal law provides for continuation of group health coverage for an employee and his/her dependents after the death, divorce, or termination of an employee. Coverage may be extended up to 36 months for dependents. Premiums cannot exceed more than 102% of the active employee's monthly premiums. The expense of continued insurance coverage must be paid by the former employee or dependent. It is the responsibility of the former employee to contact the Human Resources Department to complete the necessary paperwork for continued coverage.

## **SUPPLEMENTAL INSURANCE BENEFITS (Policy CRD)**

At their own expense, employees can enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the Human Resources Department for more information. Voluntary insurance programs which are available are:

- Disability Insurance
- Cancer/Dread Disease Insurance
- Vision Insurance
- Group Term Life Insurance
- Permanent Term Life Insurance

If you have an interest in these products, there may be an advantage in enrolling within 30 days after you start working. Health questions may not be required for *new* employees.

## **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 pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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 worker's compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has Workers' Compensation coverage from Texas Association of School Boards (TASB). 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 supervisor. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

## **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 Human Resources Department.

### **Teacher Retirement (Policy DEG)**

All personnel employed on a regular basis for at least four and one half months are members of the Texas Teacher Retirement System (TRS). Substitutes who are not receiving TRS service retirement benefits, who work at least 90 days a year, are also eligible for TRS membership and can purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Employees who plan to retire under TRS should notify the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available in the Business Office. Additional inquiries should be addressed to:

Teacher Retirement System of Texas  
1000 Red River Street  
Austin, TX 78701 – 2698  
1-800-223-8778 or 512-397-6400  
[www.trs.state.tx.us](http://www.trs.state.tx.us).

### **LEAVES AND ABSENCES (Policy DEC, DECA, DECB)**

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Benefits Office (830-221-2102) for counseling about leave options, continuation of benefits, and communicating with the District.

#### **Continuation of Health Insurance**

The FMLA guidelines allow the District to continue to pay the District's portion of the health insurance premium for the specified period of time that an employee is on FMLA leave. Employees who will be on a pay dock during the time that they are on FMLA leave will need to contact the Employee Benefits Department to make arrangements for payment of insurance premiums. If applicable, deductions for child support, professional dues, and income protection plans may be affected.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form or certification. Personal and local sick leave is available for employees to use from the beginning of each work year. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

#### **Personal Leave**

State law entitles all employees to five days of paid personal leave per year. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary: Leave taken for personal or family illness, family emergency or a death in the family is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Discretionary: Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. The employee shall submit a written request for discretionary personal leave to the immediate supervisor or designee. Discretionary personal leave will be subject to the following limitations:

- Principals reserve the right to limit the number of staff members who are absent from campus at any given time for discretionary purposes.
- Discretionary leave may not last more than three consecutive workdays without appropriate medical documentation being provided to supervisor.
- Discretionary leave may not be taken on days marked as **Red X Days**, i.e., on the day before or after a school holiday, on the first or last day of a semester, on days scheduled for end-of-semester or end-of-year exams, on days scheduled for state assessment tests, and on professional or staff development days.
- Discretionary leave requires prior approval from the supervisor.

In deciding to approve or not approve personal leave, the principal or designee shall consider the effect of the employee's absence on the educational program or departmental operations, as well as the availability of substitutes. (See Board policy DEC Local).

### **State Sick Leave**

Employees working in a Texas public school District prior to the 1995-96 school year earned five days of state sick leave per year. Two of these days were available for personal business. No state sick leave has been given since the 1994-95 school year. State sick leave, other than leave approved for personal business, is used for the following:

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

For the purposes of state sick leave accrued before May 30, 1995, and local sick leave, the term "immediate family" shall include:

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

State sick leave accumulated before 1995 is available for use and may be transferred to other school Districts in Texas. Leave shall not be approved for more workdays than have been accumulated in prior years. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

Any employee absent more than three consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness. Medical certification shall be made by a healthcare provider as defined by the Family & Medical Leave Act (See DEC Legal & Local).

### **Non Duty Days (Policy DED)**

Professional, paraprofessional, and auxiliary employees in positions normally requiring 12 months of service shall have unscheduled non duty days. These are the days remaining in the year after holidays and scheduled duty days have been satisfied. Employees granted non duty days may carryover up to five non duty days from the previous employment year. As of September 1, an employee may not carryover more than five non duty days granted the previous employment year. Employees shall use non duty days before August 31 of each year. Mechanics, maintenance, and custodial employees with ten or more years of continuous service in the District at the end of the 2005-06 school year shall work a 230-day schedule.

## **LOCAL LEAVE**

### **Local District Sick Leave (Policy DEC)**

In addition to the state personal leave benefits, the District provides local leave in accordance with the following schedule:

- Five days per year for ten-month employees.
- Six days per year for 11-month employees.
- Seven days per year for 12-month employees.

Local sick leave shall accumulate without limit and shall be taken with no loss of pay. Employees shall be charged leave as used even if a substitute is not employed. For Exempt employees, leave shall be recorded in whole or half days. For Non-Exempt employees, leave shall be recorded in one quarter hour intervals only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act.

If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck. 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

**Order of use**

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

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

**Employees will be docked their daily rate of pay if no leave is available. Pay docks will be taken immediately.**

**Reimbursement for Unused Local Leave (Policy DEC)**

As an attendance incentive, this provision shall apply to an employee who was hired prior to July 31, 2009 and who has five or more years of continuous service in the District, and who retires with TRS.

<u>Year of Service</u>	<u>% Rate of Payment</u>
30	100
25-29	90
20-24	80
15-19	75
5-14	70

An employee terminated or non-renewed by the District shall not be eligible to receive this benefit. Individuals who are hired after July 31, 2009 and the estate of individuals hired after this date shall not be eligible for the reimbursement of unused local sick leave upon retirement.

**MEDICAL CERTIFICATION**

An employee absent more than three consecutive workdays but less than five consecutive workdays because of personal illness or illness in the immediate family shall submit, to their immediate supervisor, upon return to work, a medical certification of illness and of his or her fitness to return to work. An employee absent more than five consecutive workdays because of personal illness or illness in the immediate family shall contact the Employee Benefits Office.

Medical Certification is required for absences occurring in the following circumstances:

- On the day before or after a school holiday
- On the first or last day of a semester
- On days scheduled for end-of-semester or end-of-year exams
- On days scheduled for state assessment tests.
- On professional or staff development days

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II 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.

### **BEREAVEMENT (FUNERAL) LEAVE**

Approved leave for death in the immediate family shall be for no more than five workdays for each occurrence, subject to the approval of the District. Such absences shall be without pay unless applicable paid local leave is available to the employee.

### **CATASTROPHIC SICK LEAVE BANK (POLICY DEC)**

The Board of Trustees authorized the establishment of a catastrophic sick leave bank with membership available to all full-time employees on a voluntary basis. The purpose of the sick leave bank is to provide sick leave to contributors to the bank in the event of an **employee's** unexpected, catastrophic physical illness or injury as defined by Board policy DEC (LOCAL). A catastrophic condition is defined as a severe illness, severe physical condition, or severe accident that is life threatening or a severely incapacitating condition for which extensive medical treatment or prolonged absence from work is necessary. Determination of catastrophic is based upon the physician's statement and not based on the financial impact that the loss of days may have on the member.

An employee must qualify for FMLA (i.e., have been employed with the District for at least 12 months and worked 1,250 hours during the previous 12 –month period) and meet all the eligibility requirements.

Sick leave bank days shall be available only to bank members and only after a member's accumulated state and local sick leave has been exhausted. Employees may request days from the bank only upon "return to work". An employee requesting to withdraw days from the bank may have his or her sick/personal leave usage audited. The audit may cover the two years preceding the employee's request. Patterns of absences indicating abuse will be reviewed, noted, and considered. Patterns of abuse are most often indicated by frequency, duration, and time of absences. Illnesses of three or more days will not be considered abuse unless a clear pattern is established.

Additional criteria may apply contingent on the sick leave bank's specific terms of catastrophic illness. Interested employees should contact the Employee Benefits Department 830-221-2102 for additional information.

### **FAMILY and MEDICAL LEAVE (FML) – General Provision**

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

### **Basic Leave Entitlement**

The FMLA requires covered employers to provide up to 12 weeks (workdays) of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- For incapacity due to pregnancy, prenatal medical care or child birth; care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job; this includes a workers' comp injury.

### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active military duty and deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty or active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, therapy, or is in outpatient status, or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the service member became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

### **Benefits and Protections**

During FML, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to chronic condition. Other conditions may meet the definition of continuing treatment.

### **Use of Leave**

All paid leave shall be used prior to any leave without pay. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### **Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking Family Medical Leave. In order to use paid leave for Family Medical Leave, employees must comply with the employer's normal paid leave policies.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FML when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees may also be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount

of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

### **Unlawful Acts by Employers**

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under the FMLA.
- Discharge or discriminate against any person opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor 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 which provides greater family or medical leave rights.

*FMLA section 109 (29 U.S.C. § 2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.*

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

## **LOCAL FAMILY AND MEDICAL LEAVE PROVISIONS**

For purposes of an employee's entitlement to FMLA, the 12-month period shall begin on the first duty day of the school year.

### **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**

If both spouses are employed by the District, the District shall limit FML for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA (LEGAL)]

### **Intermittent or Reduced Schedule Leave**

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA (LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

### **Certification of Leave**

If an employee requests leave, the employee shall provide certification, as required by the FMLA regulations, of the need for leave. [See DECA (LEGAL)]

### **Fitness-For-Duty Certification**

If an employee takes FML due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FML designation notice.

### **End of Semester Leave**

If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA (LEGAL), LEAVE AT THE END OF A SEMESTER]

### **Failure to Return**

If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave.

Employees requiring FML should contact the Human Resources Department for details on eligibility, requirements, and limitations.

## **TEMPORARY DISABILITY LEAVE (POLICY DEC)**

The purpose of temporary disability leave is to provide job protection to full-time exempt employees and full-time instructional paraprofessionals who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. An employee with a workers' comp injury may be eligible for temporary disability leave.

Employees must request approval for temporary disability leave. The leave 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.

Insurance premiums for the employee's health benefits, in their entirety, become the responsibility of the employee who is on Temporary Disability Leave. This would include the District's monthly portion as well as the employee's monthly portion. This is due on the first of the month following an absence of 30 days.

Employees that exhaust all leave days and are in a "dock" status will be notified by the payroll office that they are responsible for the insurance premiums each month. Failure to pay premiums will result in cancellation of all medical and dental insurance and the employee will lose insurance coverage. If cancelled for non-payment of premium, the employee will be eligible to reapply for insurance coverage during the annual Open Enrollment period.

When an employee is ready to return to work, the Human Resources Department should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties.

## **JOB PROTECTION RIGHTS**

Employees are entitled to be restored to the same or an equivalent position at the end of FAMILY MEDICAL LEAVE.

Employees returning to work from TEMPORARY DISABILITY LEAVE have no specific right to reinstatement to a particular position. The District is not required to hold a job open for an indefinite period of time, nor is the District required to offer a position with the same pay rate. The following applies to the reinstatement of an employee at the end of TEMPORARY DISABILITY LEAVE:

- The employee must submit a request to return to work 30 days prior to the return-to-work date
- The employee is entitled to reinstatement at the school where he or she was assigned, subject to the availability of an appropriate position. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

## **WORKER'S COMPENSATION BENEFITS**

An employee absent from duty because of a job-related illness or injury may be eligible for worker's compensation weekly income benefits if the absence exceeds seven calendar days. An employee receiving worker's compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive worker's compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive worker's compensation wage benefits for any absence resulting from a work related illness or injury.

## **ASSAULT LEAVE**

In addition to all other days of leave, a District employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from physical injuries sustained as a result of the assault. At the request of an employee the District must immediately assign the employee to assault leave. Days of assault leave may not be deducted from accrued personal leave. Assault leave may not extend more than two years beyond the date of the assault. Following an investigation of the claim, the District may change the assault leave status and charge the leave against the employee's accrued personal leave or against the employee's pay if insufficient accrued personal leave is available.

Notwithstanding any other law, assault leave benefits due to an employee shall be coordinated with temporary income benefits due from workers' compensation so the employee's total compensation from temporary income benefits and assault leave policy benefits will equal 100 percent of the employee's weekly rate of pay.

## **JURY DUTY**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may retain any compensation they receive.

## **OTHER COURT APPEARANCES**

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 paid leave. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

## **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 for authorized training or duty orders. Paid military leave is limited to 15 days each federal fiscal year (October 1-September 30). 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 Federal Military Leave**

Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g. National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed provided they can be qualified to perform the required duties. 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 within the period of time specified by law to the Human Resources Department. In most cases, the length of federal military service cannot exceed five years.

### **Continuation of Health Benefits**

Employees who perform service in the uniformed services may elect to continue their health plan coverage for a period not to exceed 24 months. Employees should contact the Human Resources Department for details on eligibility, requirements, and limitations.

## **RELIGIOUS OBSERVANCES**

The District will reasonably accommodate an employee's request to be absent from duty in order to participate in religious observances and practices, so long as it does not cause undue hardship on the conduct of District business. Such absence shall be without pay unless applicable paid local leave is available.

## **COMPLIANCE WITH SUBPOENA**

The District shall not discharge, discipline, or otherwise penalize an employee because the employee complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding.

## **SUBSTITUTE TEACHER (work hours/pay)**

Employees should contact the Human Resource Department and Payroll Department for information about substitute work hours and substitute pay details.

**Comal ISD**  
1-866-508-5409



For online version of instructions please visit:

[Employee Phone Instructions](#)

[Employee Web Connect Instructions](#)

Web address : [http://www.comalisd.org/Human\\_Resources/Employees/Substitutes/Subfinder.asp](http://www.comalisd.org/Human_Resources/Employees/Substitutes/Subfinder.asp)

## **EMPLOYEE PHONE INSTRUCTIONS**

You can call Sub Finder to record, review, or cancel absences, and to review and change your personal information.

- Remember, Sub Finder only works from touch-tone telephones\*\*\*
- Telephone Shortcuts: Pressing 9 will take you back to the previous Menu.
- Pressing \* will allow you to move to the next item when listening to a list of items, such as absences.
- When reporting an absence, always wait for the Job Number before disconnecting or your absence may not be recorded.

## **YOUR MAIN MENU**

- Press 1: To Report an Absence
- Press 2: To Review an Absence
- Press 3: To Cancel an Absence
- Press 4: To Review Personal Information
- Press 9: To Leave the Sub Finder System

### **MAIN MENU OPTION #1: To Report an Absence**

When reporting an absence, Sub Finder will ask you for the following information:

- Date(s) and times of the absence
- Reason for the absence
- If a substitute is required for the absence
- If there are any special instructions for the substitute

### **From the Main Menu Press 1**

Sub Finder will play the **ABSENCE MENU**

- Press 1: For all day today
- Press 2: For all day the next work day
- Press 3: To enter specific dates and times
- Press 9: To return to the Main Menu
- If you press 2, Sub Finder will play the absence date and times.
  - Press 1, If correct

- Press 2, If incorrect

You will then proceed to Enter the Absence Reason

Sub Finder will play a list of absence reasons. Press the number of the appropriate reason followed by a pound (#).

- Sub Finder will repeat the reason.
- Press 1, If correct
- Press 2, If incorrect

Is a Substitute Required for the Absence?

- Press 1, If a sub is required for the entire absence
- Press 3, If a sub is **not** required for the absence

### **RECORD SPECIAL INSTRUCTIONS**

- Press 1, to record special instructions
- Record a short message after the tone. When you are finished, press pound (#).
- Press 2, otherwise
  
- Sub Finder will repeat the message
  - Press 1, if correct
  - Press 2, if incorrect

After you are finished, MAKE SURE YOU GET THE JOB NUMBER, if you disconnect before getting the job number your absence may not have been recorded.

### **ENTERING SPECIFIC DATES AND TIMES**

After pressing 3:

- Step 1: Enter the first date of the absence (MMDD) followed by pound (#).  
To begin the absence today, press star (\*)
- Step 2: Enter the time the absence begins (HHMM) followed by pound (#). If the absence begins at the start of the workday, press star (\*)
- If you enter a specific time:
  - Press 1: for A.M.
  - Press 2: for P.M.
- Step 3: Enter the last date of the absence (MMDD) followed by pound (#).  
For a single day absence, press star (\*)
- Step 4: Enter the time the absence ends (HHMM) followed by pound (#).  
If the absence ends at the end of the workday, press star (\*)
- If you enter a specific time:
  - Press 1: for A.M.
  - Press 2: for P.M.
- Sub Finder will repeat the date(s) and times of the absence.
  - Press 1, if correct
  - Press 2, if incorrect

PLEASE NOTE: When reporting a multiple-day absence, you will be asked to use the Employee's Schedule (the absence will follow the employee's standard work time) or the Same Times Every Day (the absence will be reported for the same times each day of the absence).

## **MAIN MENU OPTION #2: To Review and Absence**

### **From the Main Menu Press 2**

Sub Finder will play all your scheduled absences, if any exist, beginning with the next scheduled and moving forward. After each absence you will be given some of the following options:

- Press 2: To hear the absence again
- Press 3: To hear the next absence
- Press 4: To cancel this absence
- Press 5: To change the special instructions
- Press 6: To record special instructions
- Press 9: To return to the Main Menu

### **CANCELLATION OF ABSENCE BEING REVIEWED**

- Option #4 will only be available if you are calling prior to the cancellation deadline established by your district. If you press 4, Sub Finder will ask for confirmation.
- After pressing 4:
  - Press 1: to confirm cancellation
  - Press 2: otherwise

### **CHANGING OF SPECIAL INSTRUCTIONS**

- Option 5 will only be available if you originally recorded Special Instructions.
- After pressing 5:
  - Record the new message after the tone. When you are finished, press pound (#).
- Sub Finder will repeat the message.
  - Press 1: if correct
  - Press 2: if incorrect

### **RECORDING SPECIAL INSTRUCTIONS**

- Option 6 will only be available if you did not originally record Special Instructions.
- After pressing 6:
  - Record your message after the tone. When you are finished, press pound (#).
- Sub Finder will repeat the message.
  - Press 1: if correct
  - Press 2: if incorrect

## **MAIN MENU OPTION #3: To Cancel an Absence**

### **From the Main Menu Press 3**

- Enter the job number followed by a pound (#)
- Sub Finder will play the absence

- Press 1: to cancel the absence
- Press 9: to return to the Main Menu
- If you press 1, Sub Finder will ask for confirmation
  - Press 1: to confirm cancellation
  - Press 2: otherwise

**MAIN MENU OPTION #4: TO REVIEW PERSONAL INFORMATION**

**From the Main Menu Press 4**

- Sub Finder will provide you with the following information:
- Your home site
- Your standard work times
- Your primary job position
- Your Sub Finder assigned ID number (used only when your administrator needs to create an absence for you)
- Your name as recorded

To change your home site, work times or primary job position, please contact your supervisor

- Press 1: to record your name
- Press 3: to record your itinerant message
- Press 9: to return to Main Menu
- If you press 1, wait for the tone and record your name. When you are finished, press pound (#)
- Sub Finder will repeat your name.
  - Press 1: if correct
  - Press 2: if incorrect

Option #3 will only be available if you are set up within Sub Finder as an itinerant employee.

After pressing 3:

- Record your itinerant message after the tone. (Usually your schedule for the week)
- When you are finished, press pound (#).
- Sub Finder will repeat your message.
  - Press 1: if correct
  - Press 2: if incorrect

**Positions for which Human Resources Department approval is required in order to have a substitute:**

- All Support Service staff
- Campus Positions:
  - Accounting Assistant
  - Administrative Assistant
  - Athletic Coordinator
  - Athletic Trainer
  - Counselor
  - Librarian
  - OT/PT/SPLA/Diagnostician/LSSP
  - Registrar
  - Senior Associate
  - Student Records Specialist
  - Educational Assistants
  - Special Ed Associate (non-unit based)
  - Educational Associates

**LONG-TERM SUBSTITUTES**

Substitutes who serve in the same position for eleven (11) consecutive days shall receive \$85.00 per day retroactive to the first day of same assignment. This provision applies only to substitutes who are substituting for professional personnel, not paraprofessionals.

## **SUBSTITUTE EVALUATION PROCEDURES**

### **Regular Teacher's Responsibility**

Regular teachers are asked to provide feedback to campus principal concerning the success of the classroom/duty station under the direction of a substitute. Evaluations are requested for substitute teachers who do not meet Comal ISD standards. A Substitute Evaluation Report is located in the Employee Handbook appendix.

### **Campus Principal's Responsibility**

Campus Principal reviews the comments made by teacher(s) regarding the substitute teacher's job performance and signs the substitute evaluation form(s). The campus principal makes a recommendation in writing of whether or not the substitute should return to their campus for future substitute teaching assignments.

### **Human Resources Department Responsibility**

Once the evaluation is received, if the campus principal believes it is in the best interest of the campus for the substitute to be removed from the campus substitute list, the information will be reviewed by Assistant Superintendent for Administrative Services or designee. If necessary, after a review of negative performance related concerns made by one or more campuses, the substitute may be removed from the district-wide substitute list by the Assistant Superintendent for Administrative Services or designee. The de-listed substitute must wait at least two years before gaining eligibility to substitute again in Comal ISD.

## **EMPLOYEE RELATIONS AND COMMUNICATIONS**

### **Employee Recognition and Appreciation (Policy DJ)**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in the District newsletter, and through special events and activities.

### **District Communications**

Throughout the school year, the Communications Office 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. The District's website is extensively used and a listserv e-news group keeps employees and patrons informed about District issues. The district also uses Facebook, Twitter, and a telephone calling system to communicate with employees.

### **Internet Accounts**

Information Technology Services requires that an application be completed in order for employees to have access to the internet. This application is available from Information Technology Services at 221-2027 or at [www.comalisd.org](http://www.comalisd.org). Once created, all account information will be sent to the applicant. Please allow three business days for account creation. Direct any questions regarding your application for computer access to Information Technology Services at extension 2027.

## **TECHNOLOGY RESOURCES (Policy CQ)**

The district's technology resources, including its network access to the Internet 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 technology resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use. Employees who are authorized to use the system are required to abide by the provisions of the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action.

Employees with questions about computer use and data management can contact their immediate supervisor.

## **PERSONAL USE OF ELECTRONIC MEDIA (Policies CQ, DH)**

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media 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 media as they are for any other public conduct. If an employee's use of electronic media 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 not use the district's logo or other copyrighted material of the district without express, written consent.

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, 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 *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

## **USE OF ELECTRONIC MEDIA WITH 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.

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *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 Media*, 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.
- 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 extra-curricular 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.
- 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 Code of Ethics and Standard Practices for Texas Educators, 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 DF]

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 any 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.

## **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.

### **Employee Grievances (Policy DGBA)**

The Texas Constitution (Article I, Sec. 27) and Texas Government Code (§617.005) require government entities to provide employees with an opportunity to have their complaints and concerns heard by those in positions of authority. In school districts, administrators and school boards are the persons with authority to hear those grievances.

### **Definition of Grievance**

A grievance is a complaint (expression of dissatisfaction) concerning an employee's wages, hours of employment, or conditions of work (Tex. Gov't Code §617.005). This definition has been construed broadly by the Attorney General to include the following: Evaluations, salary disputes, grading policies, sick leave, and any other matter which is appropriate for communications from employees to their employer concerning an aspect of the relationship.

### **Procedures**

Procedures are specified in the Comal ISD Board policies and must allow employees to present a grievance to someone in authority. State law guarantees a complaining employee the right to be represented at any level of the grievance by a representative, including an attorney, who does not claim the right to strike. Board policies specify a three-part process designed to resolve complaints quickly at the lowest possible level. The following are levels outlined in local policy:

- Level One—Conference with immediate supervisor or campus principal
- Level Two—Opportunity to appeal to the superintendent or designee
- Level Three—Opportunity to appeal to the board of trustees

### **Board Policies and Exhibit Forms (Complaint Forms)**

Employee Complaints/Grievances	DGBA (LEGAL), DGBA (LOCAL), and DGBA (Exhibits)
Student and Parent Complaints/Grievances	FNG (LEGAL), FNG (LOCAL), and FNG (Exhibits)
Public Complaints	GF (LEGAL) and GF (LOCAL)

Contact the Director for Legal Services for further information regarding grievances and complaints.

## **EMPLOYEE CONDUCT AND WELFARE (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 the superintendent first learns of the incident. The Educators' Code of Ethics, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted here in its entirety.

## TEXAS EDUCATORS' CODE OF ETHICS

### **Purpose and Scope**

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.

### **Enforceable Standards**

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

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, or 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 applicable 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 consume alcoholic beverages on school property or during school activities when students are present.

## 2. Ethical Conduct toward Professional Colleagues

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

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

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

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

**Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex gender, disability, or 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 who 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 student's learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not deliberately or 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, sex gender, disability, national origin, religion, or 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.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any student person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any student 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, RETALIATION (Policies DH, DIA)**

Employees shall not engage in prohibited harassment, including sexual harassment, of other employee or students. While acting in the scope of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge will result in disciplinary action.

Employees who believe that they have been discriminated, retaliated against, or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or Assistant Superintendent for Administrative Services. If the campus principal, supervisor, or district official is the subject of the complaint, the employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the Board. The District will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action. See Board policy DIA LOCAL on the Board Policy manual online at [www.comalisd.org](http://www.comalisd.org).

### **HARASSMENT OF STUDENTS (Policies DH, FFG, FFH)**

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 reports their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows 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 52 and *Bullying*, page 63 for additional information.

The District's policies that include definitions and procedures for reporting and investigating discrimination, harassment, and retaliation are reprinted in this employee handbook.

The District's policies that include definitions and procedures for reporting and investigating harassment of students are also reprinted in this employee handbook. See Board policy DF LEGAL and FFH LOCAL on the Board Policy manual online at [www.comalisd.org](http://www.comalisd.org).

## **ALCOHOL AND DRUG-ABUSE PREVENTION (Policies DH and DI)**

Comal ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. 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.

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. See Board policy DH LOCAL and DI EXHIBIT on the Board Policy manual online at [www.comalisd.org](http://www.comalisd.org).

## **EMPLOYEE WELFARE [Policy DI (EXHIBIT)]**

### **DRUG-FREE SCHOOLS REQUIREMENTS**

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities. Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling, rehabilitation programs, employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2 Compliance with these requirements and prohibitions is mandatory and is a condition of employment. (This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201])

### **REPORTING SUSPECTED CHILD ABUSE (Policies DF, DG, DH, FFG, GRA)**

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

- 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.

Reports to Child Protective Services can be made to Child Protective Services or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person 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. 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 Code of Ethics and Standard Practices for Texas Educators. Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency. Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

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

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at district's curriculum and instruction department. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise 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*.

## **CONFLICT OF INTEREST (Policy DBD)**

Employees are required to disclose to their supervisor 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

## **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.

## **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 fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **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. The use of district resources, including work time, for political activities is prohibited.

## **SAFETY (CK series)**

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve District equipment, employees must comply with the following requirements:

- Observe all safety rules
- Keep work areas clean and orderly at all times

- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training or authorization

Employees with questions or concerns relating to safety programs and issues can contact their supervisor.

### **TOBACCO USE (Policies DH, GKA, FNCD)**

State law prohibits tobacco products on all District-owned 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 while inside the vehicle or anywhere near the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

### **POSSESSION OF FIREARMS AND WEAPONS (Policies FNCG, GKA)**

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, clubs, or other 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 supervisors immediately.

### **VISITORS IN THE WORKPLACE (Policy GKC, Administrative Regulation 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.

### **COPYRIGHTED MATERIAL (Policy CY)**

Employees are expected to comply with the provisions of 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 educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

## **ASBESTOS MANAGEMENT PLAN (Policy CKA)**

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the District's management plan is kept in the Maintenance and Operations Office and is available for inspection during normal business hours. Questions should be directed to (830) 221-2101.

## **CELL PHONES**

Employees are expected to keep personal cell phone use to a minimum during working hours, especially in the classroom. State laws must be followed when driving school vehicles in school zones. Bus drivers must follow the Transportation Department rules regarding the use of cell phones. Other employees should refrain from using cell phones when driving District vehicles.

## **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 in an area of common access the employees are likely to check on a regular basis. 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.

## **EMPLOYEE ARRESTS AND CONVICTIONS (Policy DH)**

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

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

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation

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

### **CRIMINAL BACKGROUND CHECK (Policy DBAA)**

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

### **DRESS AND GROOMING (POLICY DH)**

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. See DH LOCAL on Board policy manual online at [www.comalisd.org](http://www.comalisd.org).

### **FRAUD AND FINANCIAL IMPROPRIETY (Policy CAA)**

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes 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
- 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
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

## **GENERAL PROCEDURES**

### **Bad Weather Closing**

The District may close schools for a full day or part of a day 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 or to release students early, or to cancel school, the following radio and television stations will be notified by school officials:

KGNB at 1420 AM; KNBT at 92.1 FM (New Braunfels stations)  
WOAI 1200 AM; KTSA at 550 AM (San Antonio stations)

The District's website will run "emergency news" information on the homepage. The District will use its automated telephone system as well to call student and employee homes.

### **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 to the Business Office on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact the Purchasing Department for additional information on purchasing procedures.

### **Name and Address Changes**

It is important that employment records be kept up to date. Employees should notify Human Resources if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department.

### **Personnel Records (Policy GBA)**

Most District records including personnel records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to or have the following information included in a staff directory by submitting a written request to the Human Resources Department:

- Address
- Phone number
- Social Security Number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information may be made at any time by submitting a written request to the Human Resources Office. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

### **Building Use (Policies DGA, CKD)**

The Maintenance and Operations Department is responsible for scheduling the use of facilities after school hours. Contact Maintenance and Operations 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 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Human Resources Department. Contract employees may resign at any other time only with the approval of the superintendent or Board of Trustees. Resignation without the consent of the Board may result in disciplinary action by the State Board of Educator Certification.

The Superintendent will notify the Texas Commissioner of Education when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed below.

### **DISMISSAL OR NONRENEWAL OF CONTRACT EMPLOYEES (Policies DFAA, DFAB, DFBA, DFBB, DFBC, DFCA, DFCC, DFD)**

Employees on probationary and term contracts can be dismissed during the year according to the procedures outlined in District policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures are to be followed when a suspension, termination, or non renewal occurs will be provided when a written notice is given to an employee. Information on the timelines and procedures can be found in the DF series that are provided to employees or are available on Board policy manual on-line found in the District web-site: [www.comalisd.org](http://www.comalisd.org).

### **EXIT PROCEDURES (Policies DC and CY)**

Separating employees are asked to provide the District with a forwarding address and phone number and complete an anonymous online survey that provides the district with feedback on

their employment experience. All District keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

### **REPORTS TO THE STATE BOARD FOR EDUCATOR CERTIFICATION (Policy DF)**

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or minor
- Soliciting or engaging in sexual conduct 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 school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school sponsored event
- Violating assessment instrument security procedures

### **DISMISSAL OF NON CONTRACT EMPLOYEES (Policy DCD)**

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information and any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (See also Policy DGBA *Complaints and Grievances*.)

### **Job abandonment "No-call, No-show"**

When an at-will employee is absent from work, termination of employment may ensue if an employee does not make any direct contact with their supervisor before three work days has elapsed. Any combination of three "no-call, no-show" days may result in termination of employment.

### **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:

- 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 and FFH)**

The Comal Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, 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 sex, including sexual harassment should be directed to the Assistant Superintendent for Administrative Services, the Title IX Coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the Executive Director for Special Programs, the Section 504 Coordinator. All other questions or concerns relating to discrimination based on any other reason should be directed to the Superintendent.

### **Student Records (Policy FL)**

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

- Parents of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older)
- School officials with legitimate educational interests

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are shared only with a substitute teacher.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus 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 teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved 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. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the Board of Trustees.

### **Administering Medication to Students (Policy FFAC)**

Employees authorized by the Superintendent or designee may administer medication to students:

#### **IF PROVIDED BY PARENT**

- Prescription medication provided in accordance with legal requirements [See FFAC (LEGAL)]. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container [see FFAC (LEGAL)] for a period of up to ten days. A written request by a physician or other health care professional with authority to write prescriptions shall be required when the medication must be administered for a longer period.

#### **IF PROVIDED BY DISTRICT**

- Nonprescription medication provided on an emergency basis by the District and consistent with: Protocols established by the District's medical advisor who must be licensed to practice medicine in the state of Texas; and Parental consent given on the emergency treatment form.

### **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)**

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 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 campus rules, classroom rules, and rules listed in the Student Code of Conduct and student handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures 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.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

### **Student attendance (Policy FEB)**

Teachers and staff should be familiar with the district's policy and procedures for attendance accounting. These procedures require students who are minors to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to

school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed during campus in-service training and throughout the year. Contact the campus principal for additional information.

**Hazing (Policy FNCC)**

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 campus principal or supervisor.

**Bullying (Policy FFI)**

All employees are required to report student complaints of bullying to the campus principal or supervisor. The Districts policy includes definitions and procedures for reporting and investigating bullying of students is reprinted in this employee handbook.

## Substitute Teacher Performance Report

(use **ONLY** for substitutes performing below Comal ISD standards)

Substitute teacher name: \_\_\_\_\_

Classroom teacher name: \_\_\_\_\_

Grade level taught: \_\_\_\_\_

Date substitute performed duties: \_\_\_\_\_

**Instructions: Please check the line that corresponds to problem(s) with the substitute teacher:**

- \_\_\_\_\_ Failure to adequately follow lessons plans or instructions
- \_\_\_\_\_ Students not handled appropriately
- \_\_\_\_\_ Assignment not corrected and organized for regular teacher's review
- \_\_\_\_\_ Classroom left in a disorderly condition
- \_\_\_\_\_ Failure to take over supervisory duties as requested/assigned
- \_\_\_\_\_ Students, parent, and/or school personnel not treated with respect
- \_\_\_\_\_ Lack of classroom control
- \_\_\_\_\_ Lack of student monitoring
- \_\_\_\_\_ Inappropriate language/comments
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

_____ <b>Classroom teacher or appropriate campus staff signature</b>	_____ <b>Date</b>
---	----------------------

<b>I recommend that this substitute continue working on our campus.</b> <b>YES NO (circle one)</b>	
_____ <b>Initial here to indicate that the principal has discussed this evaluation with the substitute.</b>	
_____ <b>Principal signature</b>	_____ <b>Date</b>

=====

*\*\*PLEASE FORWARD EVALUATION TO THE SUBSTITUTE MANAGER\*\**

**Comal ISD Computer Account Request Form**

Employee Status (Please select one of the following.)			
Full-time	Part-time	Contractor	Temporary
Employee Information			
Employee Name: (print)	School or Dept:	Position or Job Title:	

Access Requested (Please check all network accounts the employee needs.)		
Is this request for a change to an existing account or for the creation of a new account? Network E-mail Discovery Unisys (Bridge) Other:	Existing	New

Applicant's Signature (The applicant's signature is required.)	
By signing this document, I signify that I have read, understand, and agree to abide by Comal ISD's computer use policy.	
Applicant's Signature: _____	Date: _____

<b>For Technology Services Use Only</b>		
Accounts created by:	Date:	Time:
Notification given to:	Date:	Time:


Please return this form to: Technology Services by Pony Mail or fax to 221-2003.

Please allow up to 5 business days for account creation. Direct any questions regarding your application for computer access to Technology Services at ext. 2027.

## Comal Independent School District

### Memorandum

To: All Comal ISD Employees

From: Debra Smith,   
Assistant Superintendent of Business Services

Date: January 17, 2009

Subject: **403(b) and 457(b) Retirement Plan Programs**

The purpose of this memo is to make all employees aware of their eligibility to voluntarily participate in the Section 403(b) and 457(b) programs (also known as deferred compensation / tax sheltered annuities).

These programs provide a way for you to set aside money for retirement on a pre-tax basis. Somewhat similar to other retirement plans such as a traditional IRA, you pay tax when you withdraw the funds. You simply decide whether you want your money to go to an insurance company annuity or into a mutual fund custodial account. For instructions and related forms or to enroll in either of these programs please visit the district's website at: [http://www.comalisd.org/Human\\_Resources/Benefits/Retirement.asp](http://www.comalisd.org/Human_Resources/Benefits/Retirement.asp) or contact the CISD payroll department at 830-221-2092.

Money you put into these programs should generally be thought of as long term savings. IRS regulations generally prohibit you getting to the money until you are 59 ½ years old.

Comal ISD does not recommend any particular investment. There are restrictions on the programs, such as amounts, you are allowed to contribute.

We want to make sure you are aware of these programs. You may direct questions to the Comal ISD Payroll office.

#### **DEFERRED COMPENSATION PLANS**

Comal ISD offers two different deferred compensation/tax sheltered annuity plans for retirement purposes. The voluntary tax deferred plans are 403(b) and 457(b). Employees may participate in one or both plans. Please select from the links below to obtain additional information and enrollment.

- 403(b) Deferred Compensation and/or Roth Contribution
- 457(b) Deferred Compensation Plan

## **Texas Teacher Retirement System (TRS)**

Teacher Retirement System (TRS) administers a defined benefit retirement plan that is a qualified pension trust under Section 401(a) of the Internal Revenue Code. The pension trust fund provides service and disability retirement, as well as death and survivor benefits, to eligible Texas public education employees and their beneficiaries.

Retirement benefits are financed by member and state contributions, employer contributions in some circumstances, and through investment earnings of the pension trust fund. Comal ISD participates in the Texas Teacher Retirement System as authorized by law.

Please select the links below to learn additional information regarding your retirement plan with the Texas Teacher Retirement System.

- Retirement Program
- Teacher Retirement System Benefits Handbook

## **403(b) DEFERRED COMPENSATION AND/OR ROTH CONTRIBUTION**

A 403(b) is a section of the Internal Revenue Code that provides for a Voluntary Tax Deferred Retirement Program. Participation is limited by law to employees of public educational organizations and certain nonprofit organizations [501(c)(3) companies].

The contributions to a Deferred Compensation Plan are made for the participating employee by his/her employer. The money that is contributed comes from employee contributions, called elective deferrals or Roth contributions. The elective deferral is deducted from the participant's gross pay and forwarded to the Provider (an approved insurance company or mutual fund custodian) which is selected by the participating employee. The participating employee signs a salary reduction agreement, giving the employer the authority to make the paycheck reduction and remit the monies to the Provider chosen by the participant.

### **Why Consider Setting up a Deferred Compensation Plan**

Two main reasons for participating in a Deferred Compensation Plan are: 1) reducing your current tax expense and 2) building a retirement pool with tax deferred compounding.

The Teacher Retirement System will provide generous benefits. However, chances are that your retirement plan will not provide enough income after retirement to enable you to maintain your standard of living. A Deferred Compensation Plan allows you to accumulate a retirement nest egg on a highly tax-favored basis.

You are provided a powerful tax break with 403(b). Combine that tax break with tax free accumulation and compound interest, and it permits large sums of money to be accumulated over a period of year. An intelligently planned and funded Deferred Compensation Plan, together with teacher retirement, can afford you a comfortable retirement.

### **Limits of Annual Contributions**

There are limits on how much you may contribute. The Internal Revenue Service has published a pamphlet (Publication 571) which outlines the limits.

## **How to Enroll**

You will need to select the web link below to access the Third Party Administrator (Crider Insurance Services, Inc.) for CISD Plans.

To start a 403(b), you first need to have an investment company:

- Click on the link below for Crider Insurance Services, Inc.
- Select forms
- Select forms A – M
- Select Comal ISD Instructions and Forms
- Choose an approved investment company

## **Complete the required forms and mail or fax to:**

Crider Insurance Services, Inc.  
438 East Bridge  
Granbury, TX 76048  
800-466-2324  
Fax: 817-579-8301  
<http://www.criderins.com>

## **If faxing forms to Crider Insurance Services, Inc., the originals should be sent to:**

Janice Sanders, Payroll Supervisor  
Comal ISD  
1404 IH 35 North  
New Braunfels, TX 78130

## **457(b) DEFERRED COMPENSATION PLAN**

Section 457(b) of the Internal Revenue Code enables you to participate in a special kind of retirement plan known as the deferred compensation plan.

If you are an employee of a state, county or municipal government, the IRS provides you a unique opportunity to build a sizeable next egg for retirement.

The District has designated the Life Insurance Company of the Southwest (LSW) as the authorized 457(b) representative for the District.

## **HOW TO ENROLL**

Contact Riata Financial Advisors, Inc. below: Riata Financial Advisors, Inc.  
245 Landa St.  
New Braunfels, Texas 78130

830-606-5100  
[www.riatafinancial.com](http://www.riatafinancial.com)

## **TIME CLOCK PLUS TIMEKEEPING PROCEDURES**

### **Official Time**

The Time Clock Plus electronic timekeeping system and associated work records will become the official basis for recording hours worked for employees of the Comal Independent School District (CISD). Handwritten timesheets will be replaced by Time Clock Plus generated timesheets, based on the data in the timekeeping system.

In order to ensure consistency of treatment for employees, the data recorded in the Time Clock Plus system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official Time Clock Plus records.

In order for the electronic timekeeping system to work as intended, all non-exempt employees must participate. Outlined below are some important rules.

### **Daily Clock-in/Clock-out**

It is a job requirement that ALL non-exempt employees MUST "clock in" in the morning, and "clock out" at the end of the work day at their place of work. (Under certain conditions, such as a training course at a different location, catering activities, or no computer access, the employee shall clock in/out at the different location, or be clocked in/out manually by the Campus/Department Timekeeper Manager). Other requirements include:

- Employees should not clock in earlier than 7 minutes before their scheduled starting times (unless the employee has Supervisor approval for early arrival). Employees are expected to clock in by their scheduled start time.
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall use leave or the time not worked will be docked from their pay.
- Clock in and out times will be rounded to nearest quarter hour.
- Playing the clock to take advantage of rounding is prohibited, e.g. clocking in at 8:07 knowing the clock will round back to 8:00 or clocking out at 4:53 knowing the clock will round forward to 5:00. Employees are expected to clock in at their scheduled start time and out at their scheduled end time.
- Employees are to clock out and back in for lunch breaks. Due to the nature of some departments this break may automatically be deducted. Every employee **must** take a lunch break (typically an hour).
- Employees must clock out and back in for any other breaks when they leave the premises.
- Employees should clock in and out at their own work stations. If they do not have one, they should clock in and out at the designated work station for their department.

- Employees should never work off the clock, even if they are asked to do so by their supervisor. If your supervisor asks you to work off the clock, please notify the Assistant Superintendent for Business Services
- Employees are **not** entitled to breaks according to FLSA (Fair Labor Standards Act).

### **Falsification, Tampering, and Unauthorized Viewing**

- Any attempt to tamper with timekeeping hardware or software will be considered a serious offense.
- Punching in for an absent employee (a.k.a. "buddy punching") will be considered a serious offense.
- Anyone interfering with other employees' use of the Time Clock Plus system will be considered a serious offense.
- Unauthorized viewing of another employee's time in the Time Clock Plus system will be considered a serious offense.

Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination (see DH Local).

The Supervisor and the Personnel Department will review the specific details of such an infraction and develop an appropriate response.

### **Clock Problems**

If any employee is unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to immediately inform the Campus/Department Timekeeper Manager. In this situation the Campus/Department Timekeeper Manager will "manually" clock the employee in or out. The Campus/Department Timekeeper Manager will notify the Payroll Department of any clock problems.

### **Overtime**

Overtime should always be authorized in advance by a supervisor. Overtime will be calculated based on the actual hours recorded and credited to the employee, as measured by the Time Clock Plus system.

- Employees are not allowed to work over 40 hours in a week unless there is prior approval by their supervisor.
- Overtime is earned on a weekly basis, and is only earned after 40 hours of actual hours worked have been accumulated within a given week.
- Overtime must be approved in advance by the employee's Supervisor, and is paid at 1.5 times the employee's base hourly rate after 40 hours worked.
- Since overtime or extra hours are calculated when recorded work hours exceed 40, employees must not clock in early or clock out late without supervisory approval.
- Compensatory time off may be given for overtime worked if an agreement to do such is reached prior to the performance of the work (the employer and employee must both be in agreement). If compensatory time is given in lieu of overtime compensation, it will

be accumulated at the rate of one and one-half hours for every overtime hour worked (see DEA local). Supervisors should encourage employees to use accumulated compensatory time as quickly as possible.

Any disagreements with the official time detail record shall be reviewed with the employee's Supervisor, who shall authorize any changes to timekeeping data.

### **Docked Pay**

If non-exempt employees who are paid on an annualized basis are absent and have used up all their sick days, personal days, etc., their pay shall be docked for the time missed, based on their pay rate.

Also, pay will be docked for non-exempt employees paid on an annualized basis who fail to work their full number of scheduled hours during any given workweek (see DEC Local).

### **Time Clock Plus Timekeeper Managers**

Timekeeper Managers are appointed by Principals/Department heads (Timekeeper Supervisors) as those responsible for editing punches. Punches should only be edited by Timekeeper Managers upon authorization by Timekeeper Supervisors (an email from the Supervisor to the Manager is sufficient authorization).

Time should be reviewed and edited (if needed) on a daily basis.

### **Time Clock Plus Timekeeper Supervisors**

Supervisors (professional, administrative, exempt employees) are to review the approved time data information for each employee and then sign-off on the time sheet printed from the Time Clock Plus System. A non-exempt employee cannot approve or sign off on time sheets.

Time clock supervisors should never give out their time clock "log in" i.d. or password.

**COMAL INDEPENDENT SCHOOL DISTRICT**

**FRAUD, THEFT, AND CORRUPTION DISCLOSURE FORM**

Comal ISD is committed to the highest standards of openness, honesty, and accountability. In consideration of that commitment, Comal ISD expects employees and others with serious concerns about any aspect of Comal ISD’s ongoing operations to come forward and voice those concerns.

Please complete this form as accurately, and with as much detail as possible. Attach additional forms, or extra sheets of paper, if needed. Return this form to the Director of Legal Services (office ext. 2086) or e-mail it to: [armando.maese@comalisd.org](mailto:armando.maese@comalisd.org).

Name (of employee filing report): \_\_\_\_\_

Division (of employee filing report): \_\_\_\_\_

Phone Numbers (of employee filing report): ext: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Best times to be reached: \_\_\_\_\_

Nature of Concern:

\_\_\_\_\_  
\_\_\_\_\_

Related Background Information:

\_\_\_\_\_  
\_\_\_\_\_

Specific Details Related to Concern:

\_\_\_\_\_  
\_\_\_\_\_

Names and Positions of People Involved:

Name

Position

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_