



**Goose Creek Consolidated Independent
School District**

**Employee
Handbook
2011-2012**

Goose Creek Consolidated Independent School District

EMPLOYEE HANDBOOK RECEIPT

(To be signed and returned to employee's supervisor)

Name _____

Campus/Department _____

I hereby acknowledge receipt of the 2011-2012 Goose Creek CISD Employee Handbook. I understand that I have the option of receiving the handbook in electronic format or a hard copy. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Please indicate your choice of receiving the handbook by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.**

- I choose to receive a hard copy of the employee handbook.**

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor and the Personnel Department of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Personnel Department if I have any questions, concerns, or need further explanation.

Signature

Date

***Principals or supervisors/administrators retain this form.**



GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

TOBY YORK, Ed.D.
SUPERINTENDENT OF SCHOOLS

August 2011

Dear Goose Creek CISD Employee:

A new school year lies before us, and I look forward to the many opportunities this year holds for all of us. I hope that you enjoyed a wonderful summer filled with joys of family, relaxation, and personal and/or professional accomplishments.

On behalf of the Goose Creek Consolidated Independent School District, I extend to all of our families best wishes for the 2011-2012 school year. We can't wait to open our doors to students on August 22.

We are looking forward to another successful school year. As always, we are dedicated to providing meaningful learning opportunities for all students at each of our schools. Our focus will continue to be on student achievement. Experience tells us that we can only achieve that goal by continuing to work collaboratively with our teachers, administrators, support staff, students, parents, business partners, volunteers, mentors, and many other groups in our community.

We have spent much of our spring and summer recruiting the best and the brightest new teachers, administrators and support staff members to help us accomplish our mission of educating the children of the Baytown/Highlands area. Each and every one of you is an important role model for the students and we appreciate your time and dedication to the job you have been hired to do.

This school district and this community have so much to be proud of and I am proud to be part of it. We are excited about the future of the district as we move forward in our mission of achieving academic excellence.

Sincerely,

Toby York, Ed. D.
Superintendent of Schools

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GOOSE CREEK CISD PHILOSOPHY AND BELIEFS

PHILOSOPHY

The philosophy of the district embraces the provision of a quality, comprehensive educational program that meets the needs of all students. The social, emotional, physical, and academic needs of students must be met in order to appropriately serve the "whole" child.

Basic academic instruction serves as the nucleus of the education program. Additional programs and services are provided to maintain the quality and comprehensiveness of a well-rounded district as the community has come to expect and in which the community can take pride.

Helping each student achieve his or her potential is the priority consideration of the district. To accomplish this, immediate and long-range planning is required. Setting appropriate and measurable goals for students and school personnel is essential for accountability.

BELIEFS

This set of beliefs expresses core values about the school district--its employees, its students, the community, and parents. The following beliefs provide a framework for evaluating the current organizational structure and a starting point for building and maintaining an effective structure where all children can learn and succeed.

Goose Creek CISD Core Purpose

- Success for all students

Goose Creek CISD Core Values

- Children first
- Individual strengths and contributions
- Diversity of students, employees, and community
- A safe and caring educational environment
- Honesty and integrity
- Strategic intent

Goose Creek CISD Strategic Intent

- Be the district that continuously transforms education by anticipating the future

Vivid Descriptors

- Create educational, social, emotional, and physical opportunities for students
- Adapt teaching and learning to an ever changing future
- Utilize technology to provide limitless opportunities
- Engage parents and the community in all phases of education

BOARD OF TRUSTEES

BOARD MEMBER	SINGLE-MEMBER DISTRICT NUMBER	TERM EXPIRES
Mr. Carl Burg, Member	4	2013
Ms. Jenice Coffey, President	5	2012
Mr. Jimmy Smith, Assistant Secretary	6	2014
Mr. Daniel C. Blackford, Secretary	7	2014
Mr. Agustin Loreda, Member	2	2012
Mr. Ken Martin, Member	3	2014
Mr. Howard Sampson, Vice President	1	2013

The Board of Trustees of Goose Creek Consolidated Independent School District consists of seven members and serves as the policy-making body of the district. Trustees are elected for three-year terms on a rotating basis under the Single-Member District System, with an election held each year on the second Saturday in May. The Board of Trustees is elected by the citizens of the Goose Creek CISD to represent the community's commitment to a strong educational program for the District's children. Trustees serve without compensation, must be registered voters, and must reside in the District.

Regular meetings of the Board are held at 6:30 p.m. on the second and fourth Mondays of each month, Administration Building Board Room, 4544 I-10 East. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administration Building, 4544 Interstate 10 East, at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice. The meetings are open to the public.

In certain circumstances, Texas law permits the Board to go into a closed session. Closed session may occur for such topics as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

CENTRAL ADMINISTRATIVE STAFF

Dr. Toby York

Superintendent of Schools

Administrative Services

Dr. Byron Terrier

Deputy Superintendent for Administrative Services

David Fluker

Executive Director of Facilities Management

Pete Cote

Executive Director of Support Services and Special Projects

Tom Ed Gooden

Director of Athletics

Ron Loveless

Director of Maintenance

Herb Minyard

Coordinator of Operations/Grounds

Susan Moore-Fontenot

Director of Personnel Services–Elementary/Junior School

Dr. Bernard Cannariato

Director of Personnel Services–High School/Non-certified

Natalie Edwards

Director of School Nutrition

Rick Walterscheid

Director of Transportation Services

Cindy McClagherty

Coordinator of Employee Benefits

Guadalupe Garza

Chief Security Officer

Assessment and Accountability

Rick Kirk

Assistant Superintendent for Assessment and Accountability

Frankie Jackson

Chief Technology Officer

Steve Koester

Director of Educational Technology

Karen Coffey

Director of Intervention Programs

David Yannotta

Director of Student Assessments and Accountability

Matt Flood

Director of Technology Management Systems

Marcy Brack

Federal Programs Administrator

Ginger McKay

Interim Federal Programs Administrator

Communications

Kathy Clausen

Director of Communications

David Bloom

Coordinator of Publications

Gemina Trujillo

Webmaster

Curriculum and Instruction

Diana Maldonado Cox

Executive Director of Curriculum and Instruction

Holli Malloy

Director of Curriculum and Instruction

Christi Leath

Director of Professional Development and Advanced Academics

Norma Picacio-Jones

Director of Bilingual Education

Enid Lindsey

Coordinator of Migrant Education Program Compliance

TBD

Instructional Coordinator of Migrant Education Program

Jessica Tracy

Coordinator of Language Arts and Foreign Languages

Candy Ochoa

Coordinator of Science and Health

TBD

Coordinator of Mathematics

Taunya Breaux

Coordinator of Social Studies

Finance

Pete Pape

Chief Financial Officer

Stephanie Wright

Director of Accounting

Trudy Masters

Director of Purchasing

Charlene Piggott

Director of Tax Services

Julie Lee

Budget Coordinator

School Administration

Suzanne Heinrich

Executive Director of School Administration

Renea Dillon

Director of Career and Technical Education

Tim Vaughn

Director of Fine Arts

Janci Alexander-Alfaro

Director of Guidance and Counseling

Dr. Tom Kelchner

Director of Special Education

GOOSE CREEK CISD DISTRICT SITES

Goose Creek CISD phone numbers begin with 281 area code (unless specified below)

CENTRAL ADMINISTRATION

4544 I-10 East 420-4800
FAX..... 420-5854

Dr. Toby York, Superintendent

Dr. Byron Terrier, Deputy
Superintendent Administrative Services

Rick Kirk, Assistant Superintendent
Assessment and Accountability

SERVICE CENTERS

Athletic Office 420-4680
FAX 420-4682
4544 I-10 East
Tom Ed Gooden, Director

Facilities Planning/ Construction 425-3600

FAX 428-0664
3401 North Main
David Fluker, Executive Director

Food Service 420-4640

FAX 420-4632
2200 Market St.
Natalie Edwards, Director

Educational Technology 420-4479

FAX 425-3453
607 W. Baker Rd.
Steve Koester, Director

Maintenance 425-3600

FAX 428-0664
3401 North Main
Ron Loveless, Director

Print Shop 420-4852

FAX 420-4392
2200 Market St.
David Bloom, Coordinator

Risk Management 420-4838

FAX 420-4483
2200 Market St.
Wally Vosloh, Coordinator

Security 802-7769

3401 North Main
Guadalupe Garza, Chief of
Security

Special Education 420-4520

FAX 420-4526
San Jacinto Mall
Dr. Thomas Kelchner, Director

Student Assessments 420-4420

FAX 420-5112
2200 Market St.
David Yannotta, Director

Guidance and Counseling ... 420-3082

FAX 420-4553
300 YMCA Dr.
Janci Alexander-Alfaro, Director

Student Services 420-4861

FAX..... 421-3284
4544 I-10 East
Dr. Patty Bing, Director

Technology Management

Systems..... 420-4499

FAX 420-4637
607 W. Baker Rd.
Frankie Jackson, Chief Technology
Officer

Transportation 420-4665

FAX 420-4950
3401 North Main
Rick Walterscheid, Director

HIGH SCHOOLS

Goose Creek Memorial 421-4400

FAX 421-4444
6001 E. Wallisville
Al Richard, Principal

Robert E. Lee 420-4535

FAX 420-4548
1809 Market St.
Bruce Davis, Principal

Ross S. Sterling..... 420-4500

FAX 420-4974
300 Baker Rd.
Dr. Don Beck, Principal

Impact Early College High School

at Lee College 420-4802

FAX 832-556-5781
200 Lee Drive, ATC Building
Karen Smithson, Principal

Peter E. Hyland Center..... 420-4555

FAX 420-4558
1906 Decker Dr.
Michelle Verdun, Principal

Stuart Career Center 420-4550

FAX 420-4553
300 YMCA Dr.
Renea Dillon, Director

JUNIOR SCHOOLS

Baytown 420-4560

FAX 420-4908
7707 Bayway Dr.
Michael Wahl, Principal

Cedar Bayou 420-4570

FAX 420-4569
2610 Elvinta
Greg Lynd, Principal

George H. Gentry..... 420-4590

FAX 420-4909
1919 E. Archer
Dave Gillings, Principal

Highlands 420-4695

FAX 426-4301
1212 E. Wallisville Rd.
Kevin Foxworth, Principal

Horace Mann 420-4585

FAX 420-4664
310 S. Hwy. 146
Dr. Michael Coopersmith, Principal

ADDITIONAL SITE

School/Community

Guidance Center..... 420-4630

FAX 426-2680
401 Jones Rd., Highlands
Gary Allen, Principal

ELEMENTARY SCHOOLS

Alamo 420-4595

FAX 420-4905
302 YMCA Dr.
Dr. Ron Wyatt, Principal

Stephen F. Austin 420-4620

FAX 420-4899
3022 Massey Tompkins
Laura Smith, Principal

James Bowie..... 420-4605

FAX 420-4609
2200 Clayton St.
Jaime Lannou, Principal

G.W. Carver..... 420-4600

FAX 420-4983
600 S. Pruett
Rachel de Leon, Principal

David Crockett 420-4645

FAX 420-4649
4500 Barkaloo
Susan Griffin, Principal

Lorenzo DeZavala..... 420-4920

FAX 420-4342
305 Tri City Beach Rd.
Dr. Precious Reimonenq, Principal

Harlem 420-4910

FAX 426-5358
3333 I-10
Dr. Stephen Warford, Principal

Highlands 420-4900

FAX 426-5099
200 E. Wallisville Rd.
Ruth Perrin, Principal

Bonnie Hopper Primary 420-4685

FAX 426-5179
405 E. Houston
Brenda Hastings-Gongora,
Principal

Mirabeau B. Lamar 420-4625

FAX 420-4626
816 N. Pruett
Rachelle Ysquierdo, Principal

San Jacinto 420-4670

FAX 420-4599
2615 Virginia
Rebecca Robins, Principal

Ashbel Smith 420-4615

FAX 420-4940
403 E. James
Patricia Musick, Principal

William B. Travis..... 420-4660

FAX 420-4986
100 Robin Rd.
Karen Thomas, Principal

Victoria Walker 421-1800

FAX 421-3489
4711 Seabird
Renee Meyer, Principal

STALLWORTH STADIUM

2509 East Archer Road

WHO CAN HELP YOU?

All Goose Creek CISD phone numbers begin with 281 area code

Benefits

Annuities

Lorrie Myers 420-4831

Insurance

Cindy McClaugherty 420-4480

Vanessa Williams/
Patti McBride..... 420-4873

Pension

Shirley Erwin 420-4821

Worker's Compensation

Lorrie Myers 420-4831

Wally Vosloh 420-4838

Certification/Testing

Jackie Reeves..... 420-4810

Community Resource

Credit Union..... 422-3611

Employment/Interviews

Administrators

Dr. Byron Terrier..... 420-4808

Teachers (PK-8)

Susan Moore-Fontenot..... 420-4859

Teachers (9-12), Paraprofessional/ Clerical/Manual Trades

Dr. Bernard Cannariato..... 420-4811

Grievances

Personnel

Dr. Byron Terrier 420-4808

Student

Dr. Patty Bing..... 420-4861

Leave of Absence

Professional Sick Leave

Dr. Bernard Cannariato..... 420-4811

Paraprofessional/Hourly Sick Leave

Dr. Bernard Cannariato 420-4811

Professional Temporary Disability

Lorrie Meyers 420-4831

Paraprofessional/Hourly Temp. Disability

Lorrie Meyers 420-4831

Payroll

Administrative/Professional/

Paraprofessional

Charlotte Pogue..... 420-4832

Operations/Substitute

Sandy McGuire 420-4830

Maintenance/Transportation/Security/

Food Service

Fran Simon 420-4829

Policies/Procedures

Dr. Byron Terrier 420-4808

Professional Library

Suzanne Ferrell..... 420-4585

Publicity

Kathy Clausen 420-4813

Resignations

Contract/Professional

Jackie Reeves 420-4810

Paraprofessional/Clerical/Manual Trades

Dr. Bernard Cannariato..... 420-4811

Salary/Contracts

Professional

Jackie Reeves 420-4810

Service Records

Professional

Jackie Reeves 420-4810

Paraprofessional/Clerical/Manual Trades

Letty Arredondo 420-4811

Texas Teacher Retirement

Shirley Erwin..... 420-4821

Transfer Procedures

Professional

Dr. Byron Terrier 420-4810

Paraprofessional

Dr. Bernard Cannariato..... 420-4811

Student Campus

Dr. Patty Bing..... 420-4861

POLICIES

PURPOSE

This section summarizes the most important personnel policies that govern employment with the Goose Creek Consolidated Independent School District (GCCISD). It includes the major requirements, privileges, and benefits applying to district employees as well as information about the operation of the district.

Legal provisions, referenced Board policies, and administrative regulations remain the controlling legal documents in all cases.

AUTHORITY

Personnel policies are established by the Board of Education of the Goose Creek Consolidated Independent School District. Requirements of the policies are based on Board policy decisions, management practices, administrative guidelines, and state and federal laws.

IMPLEMENTATION OF PERSONNEL POLICIES

The Superintendent is responsible for administration of these policies and may issue detailed administrative directives to implement the policies. The Superintendent may delegate authority to appropriate staff members to act in his or her behalf in the administration of personnel policies.

APPLICABILITY OF PERSONNEL POLICIES

Personnel policies apply equally to all employees of the district unless applicability to a specific class of employees is specified in the particular policy. Due to the requirements of state law, some policies apply differently: (1) to contractual rather than to non-contractual employees, (2) to certificated rather than to non-certificated employees, and (3) to probationary rather than to non-probationary employees.

DRUG-FREE WORKPLACE REQUIREMENTS

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. *41 U.S.C. 702(a)(1)(A); 28 TAC 169.2*

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work place; any available drug counseling, rehabilitation, and employee assistance abuse programs; and the penalties that may be imposed upon employees for drug abuse violations. *41 U.S.C. 702(a)(1)(B); 28 TAC 169.2*

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include, but not limited to, referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, referral to District approved drug testing professional and referral to appropriate law enforcement officials for prosecution. [See policies at DH and DHE] *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. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than **three days** after such conviction. Within ten days of receiving such notice—from the employee or any other source—the District shall notify the granting agency of the conviction. *41 U.S.C. 702(a)(1)(D), (E)*

Within 30 calendar days of receiving notice from an employee of a conviction for any drug

statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. *41 U.S.C. 703*

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (*41 U.S.C. 702*) and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2]

I. EMPLOYMENT

A. EQUAL OPPORTUNITY EMPLOYMENT Reference: *Board Policy DAA(Legal)*

Goose Creek Consolidated Independent School District is in compliance with the provisions of Title IX of the Education Amendments of 1972. The District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, sex, or national origin. Nor shall the District limit, segregate, or classify its employees or applicants for employment in any way that would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status as an employee because of the individual's race, color, religion, sex, age, or national origin.

As an exception to the policy stated above, the Board may employ an individual on the basis of the individual's religion, sex, national origin, or age in those certain instances where religion, sex, national origin, or age is a bona fide occupational qualification reasonably necessary to the normal operation of the District.

The District shall not discriminate against a qualified individual with a disability because of the individual's disability in regard to job application procedures; hiring, advancing, or discharge; employee compensation; job training; and other terms, conditions, and privileges of employment. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or desires.

The term "qualified individual with a disability" does not include any employee or applicant who is currently engaging in the illegal use of drugs, when the District acts on the basis of such use. Nor does it include any individual who is an alcoholic or whose current use of alcohol prevents the employee from performing the duties of the job description in question or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others.

As a qualification standard, the District may require that an individual not pose a direct threat to the health or safety of other individuals in the workplace. Although the term "physical or mental impairment" includes such contagious diseases as HIV disease (whether symptomatic or asymptomatic) and tuberculosis, an individual who by reason of such disease or infection would pose a direct threat to the health or safety of others that cannot be eliminated or reduced by reasonable accommodation or who is unable to perform the duties of the job description shall not be considered a "qualified individual."

B. APPLICATIONS Reference: *Board Policy DC(Local)*

GCCISD is an equal opportunity employer that fully and actively supports equal access for all people. The district does not discriminate on the basis of race, color, religion, gender, national origin, age, veteran status, disability, or genetic information in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title VII and Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended; and [Genetic Information Nondiscrimination Act of 2008](#).

All applicants shall complete an online application available through the District website. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a non-contractual position.

ANNOUNCEMENT OF JOB VACANCIES

Announcements of job vacancies by position are posted at the central administration building and can be accessed in electronic format online via the District homepage, per state law.

C. ASSIGNMENTS AND SCHEDULES Reference: *Board Policy DK(Local)*

All personnel are employed subject to assignment and reassignment by the Superintendent or designee. Any employee may request reassignment to another position for which he or she is qualified, within the District.

The principal's criteria for approval of campus appointments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. In exercising their authority to approve appointments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

Non-contractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

The Board shall determine required work calendars for all contractual employees. [See DC(LEGAL)] Subject to Board review, the Superintendent shall define days of service for non-contractual employees.

CAMPUS EMPLOYEE DAILY TIME SCHEDULES

Daily assigned time schedules for all employees shall be determined by the Superintendent or designee and principals.

All paraprofessional campus employees work an eight and one-half hour workday with a 30 minute duty-free lunch. The duty-free lunch is an unpaid benefit. The campus principal determines the assigned workday hours for paraprofessionals.

TEACHER WORK HOURS	
CAMPUS LEVEL	HOURS
High School – GCM, REL, RSS	7:00 a.m. – 3:00 p.m.
High School – Hyland Center	7:45 a.m. – 3:45 p.m.
High School – Impact ECHS	7:30 a.m. – 3:30 p.m.
Junior School	8:05 a.m. – 4:05 p.m.
Elementary A - Alamo, Bowie, Carver, Lamar, San Jacinto, Smith, V. Walker	7:30 a.m. – 3:30 p.m.
Elementary B - Austin, Crockett, De Zavala, Harlem, Highlands, Hopper, Travis	8:00 a.m. – 4:00 p.m.

D. CONTRACTS Reference: *Board Policy DCC(Legal)*, Administrative Guideline 4.11

PROBATIONARY CONTRACTS

The Superintendent is authorized to offer one-year probationary contracts to desirable applicants effective upon ratification by the Board. Contracts for employees who are serving a probationary period may be reviewed at any time before the end of the contract term. In lieu of discharging a continuing contract employee, terminating a term contract employee, or not renewing a term contract, the District may, with written consent of the teacher, return the employee to probationary contract status. Education Code 21.106(a)

Before any employee agrees to be returned to probationary status, the employee must receive written notice of the proposed discharge, termination, or nonrenewal. *Education Code 21.106 (b) [See DF series]*

An employee returned to probationary status must serve a new probationary period as if the employee were employed by the District for the first time. *Education Code 21.106 (c)*

TERM CONTRACTS

All term contracts shall be in writing in a form approved by the Board, setting forth the length of the contract and other terms and conditions of employment. When an employee moves into a new administrative assignment, the initial probationary contract shall be for one year. In most circumstances, contracts shall not be for specific assignments, but shall indicate employment as "administrator," "counselor," or other general employment category. No term contract shall be valid or binding until approved by Board action. Contracts shall be signed by the employee and the Board President or other designated Board members.

CONTINUING CONTRACTS

Each employee with whom a continuing contract has been made shall be entitled to continue in the employee's position or a position with the District for future school years without the necessity for annual nomination or reappointment, until such a time as the person:

1. Resigns or retires under the Teacher Retirement System; [See *Board Policy DFE*]
2. Retires under the Texas Retirement System of Texas;
3. Is released from employment by the District at the end of a school year because of necessary reduction of personnel;
4. Is discharged for good cause, as defined in §21.156 of the *Education Code* and in accordance with the procedures provided;
5. Is discharged for a reason stated in the teacher's contract that existed on or before September 1, 1995, pursuant to the procedures provided; or

6. Is returned to probationary status, as authorized in Section 21.106 of the *Education Code*.

EMPLOYEE STATUS FOR PARAPROFESSIONAL/AUXILIARY EMPLOYEES

All paraprofessional and auxiliary employees are considered “at-will” as needed employees and are subject to Board Policies DCD (Legal) and DCD (Local). As an “at-will” employee, all paraprofessional and auxiliary employees are non-contractual and shall be employed on a 10, 11, or 12-month yearly basis.

Per the recommendation of the Superintendent, each full-time paraprofessional and auxiliary employee shall be employed for the next year based on a 10, 11, or 12-month status unless notified by the Personnel Department no later than **May 1** of the current school year. All full-time paraprofessional and auxiliary employees are subject to assignment and may be reassigned at anytime to meet the needs of the District.

E. CRIMINAL HISTORY CHECKS Reference: Administrative Guideline 4.13

Security in our schools is a very real concern, and the district must take every action possible to protect students and employees on our campuses.

In 2007, the Texas Legislature passed Senate Bill 9, a law requiring fingerprint-based criminal background reviews for certain school employees. The legislation was enacted to ensure the safety of all children, teachers, and staff in Texas public schools. All certified employees, professional employees who are not required to hold a certification, and classroom substitutes are required to be fingerprinted in accordance with Senate Bill 9. In addition, independent contractors and non-certified full-time and part-time employees hired after January 1, 2008, must also comply with Senate Bill 9. This information will be entered into the Fingerprint Application Services of Texas (FACT) clearinghouse administered by the Department of Public Safety (DPS). School districts and the Texas Education Agency (TEA) are subscribers to the clearinghouse and receive not only the initial national criminal history record information, but also subsequent reports of any future criminal histories that occur in Texas for employees who are in the clearinghouse. An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any offenses identified by state law as a Title V crime.

F. EMPLOYMENT PROCEDURES Reference: Administrative Guideline 4.18

ADMINISTRATIVE PERSONNEL

Online applications for administrative positions are maintained 365 days in the district’s online database according to the type of position for which the applicant is certified. When a vacancy occurs, the Deputy Superintendent for Administrative Services verifies that the position is open and will be filled.

As vacancies occur, personnel within the district will be given first notification and consideration.

1. Opportunities for advancement stating the type of vacancy and required qualifications are posted at the central administration building and can be accessed in electronic format online via the District homepage.
2. Interested applicants should follow the procedures listed in the notice announcing the vacancy.

Applications should be current at all times, showing additional endorsements and works of merit. An address indicating where the applicant can be reached during the summer months is essential.

Selection will be based upon the overall qualifications of the applicant as determined by the hiring administrator(s), interview committee members, and personnel administrator. No employees can report to work until they have been approved by the personnel administrator in charge of staffing for the designated position.

INSTRUCTIONAL PERSONNEL

Online applications for instructional positions are maintained 365 days in the district's online database according to the type of position for which the applicant is certified. When a vacancy occurs, the Deputy Superintendent for Administrative Services verifies that the position is open and will be filled. Once the position is posted, the hiring administrator(s) examine the applications and select the best-qualified applicants to be contacted for a personnel interview. The principal involves staff in the selection of personnel to be recommended to the personnel administrator for hiring. The employment of instructional personnel is a joint decision between the personnel administrator(s) and hiring administrator(s). No employees can report to work until they have been approved by the personnel administrator in charge of staffing for the designated position.

AUXILIARY PERSONNEL

Online applications for auxiliary positions are maintained 365 days in the district's online database according to the type of position for which the applicant is applying. It is the responsibility of the applicant to see that the application is correct and up-to-date at all times. When vacancies occur in the auxiliary departments, the hiring administrator and personnel administrator will review the applications and select the best-qualified applicants to be contacted for personal interviews. The employment of auxiliary personnel is a joint decision between the personnel administrator(s) and the program director or site administrator. No employees can report to work until they have been approved by the personnel administrator in charge of staffing for the designated position.

All employees hired or authorized to perform work outside the scope of their regular district assigned duties must have the approval of a personnel administrator before the employee starts the authorized job duties. This includes all positions regardless of the funding source.

- G. EMPLOYMENT REQUIREMENTS AND RESTRICTIONS** Reference: *Board Policy DBB(Local), Board Policy DEC(Legal), Board Policy DF (Legal), Administrative Guideline 4.19*

PHYSICAL EXAMINATION DURING EMPLOYMENT

A physical examination may be required of any employee when the employee's condition interferes with the performance of regular duties.

The district may designate the physician to perform the examination and, in such case, shall pay the cost of the examination.

OTHER REQUIREMENTS

Food service workers shall comply with health requirements established by city, county, and state health authorities. Bus drivers shall comply with legal requirements.

COMMUNICABLE DISEASES

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, leprosy, and tuberculosis. Employees with communicable diseases, whether acute or chronic, shall be subject to provisions as listed in GCCISD Administrative Guidelines (AG 4.19).

EXCLUSION FROM WORK

An employee may be excluded from work if the Superintendent or designee, in accordance with this policy, determines that the employee poses a risk of contagion to other employees or students, the employee poses a threat to his or her own health by remaining on the job, or the employee's physical condition interferes with the performance of regular duties.

The employee may present evidence to the Superintendent or designee on any information relevant to the employee's fitness to continue the performance of regular duties.

FINGERPRINTING

Per Senate Bill 9, all employees hired after January 1, 2008, who have direct contact with students, must be fingerprinted by the Texas Department of Safety. The fingerprinting agency approved by Texas Education Agency (TEA) is L-1 Identity Solutions who digitally fingerprints all required school district employees.

All employees must be fingerprinted prior to being employed. Exceptions must be approved by the Superintendent of Schools.

LEAVE OF ABSENCE

Employees who are excluded from work may request to be placed on sick leave or temporary disability leave to which they are entitled.

TERMINATION OF EMPLOYMENT

Employees who are excluded from the workplace in accordance with Board policy may have their employment terminated when any sick leave or temporary disability leave, to which they are entitled has expired, in accordance with appropriate policies and handicapping condition restrictions.

H. NEPOTISM Reference: *Board Policy DBE(Local)*, Administrative Guideline 4.30

No employee of the district shall work under the immediate supervision of a relative within:

1. The degrees of consanguinity outlined below:
 - a. First degree: father, mother, brother, sister, son, daughter.
 - b. Second degree: uncle, aunt, nephew, niece, grandson, granddaughter, grandfather, grandmother, first cousin.
2. The degrees of affinity outlined below:
 - a. First degree: husband, wife, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law.

- b. Second degree: uncle, aunt, nephew, niece, grandson, granddaughter, grandfather, grandmother, first cousin.

I. PERFORMANCE APPRAISAL Reference: *Board Policy DN(Local)*, *Board Policy DNA(Legal)*

All District employees shall be periodically appraised in the performance of their duties. The District's employee evaluation and appraisal system shall be administered consistent with the general principles set out below. [See also *Board Policy DNA and Board Policy DNB*]

The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated.

Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary.

Appraisal records and forms, reports, correspondence, and memoranda may be placed in each employee's personnel records to document performance. All records that support appraisal ratings shall be maintained for at least four years. Official appraisal records shall be maintained throughout a person's employment with the District and after an employee ceases to be employed with the District.

All employees shall receive a copy of their annual written evaluation.

Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See *Board Policy DGBA(Legal)* and *Board Policy DGBA(Local)*]

J. REDUCTION IN FORCE Reference: *Board Policy DFF(Local)*, *Board Policy DFBB(Local)*, *Board Policy DFCA(Legal)*, Administrative Guideline 4.37

GENERAL GROUNDS FOR DISMISSAL

Pursuant to contract revision, a reduction in force may take place when the Board determines that a financial exigency or program change requires that the contract of one or more administrators or other professional employees be terminated. Such a determination constitutes the necessary cause of dismissal.

BOARD DETERMINATION

Reduction in force shall be made on a district-wide basis rather than by a campus. When a reduction in force is to be implemented, the Board shall first determine which employment areas shall be affected.

CRITERIA FOR DECISIONS

Using the following criteria, the Superintendent shall determine which particular employees shall be terminated and shall submit the recommendation to the Board. These criteria are listed in order of importance. The Superintendent shall apply them sequentially to the selected employment areas until the number of staff reductions can be accomplished by applying the certification criteria; it is not necessary to apply the performance criteria, etc.

1. Certification: Appropriate certificate and/or endorsement for current assignment.
2. Performance: Employee's effectiveness as reflected by the most recent written evaluations.
3. Seniority: Years of service in the district.
4. Professional Background: Professional education and work experience related to current assignment.

BOARD ACTION

After considering the Superintendent's recommendation, the Board shall determine which employees shall be dismissed. The employee shall be given a statement of the reasons and conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during contract.

APPEALS

Appeals of a dismissal because of reduction in force shall be handled through the hearing afforded under *Board Policy DFD(Legal)*, rather than the grievance policy.

- K. RESIGNATIONS** Reference: *Board Policy DFE(Local)*, Administrative Guideline 4.39

INSTRUCTIONAL PERSONNEL

An employee may be released from a contract, without prejudice, provided written notice is presented to the Superintendent or a designated representative no later than 10 days before the first day of instruction, and it is afterwards approved by the Board.

ADMINISTRATIVE PERSONNEL

Any administrative employee serving under a term contract may relinquish his or her position and leave the employment of the district at the end of any school year without penalty, provided such employee submits a written resignation to the Superintendent prior to April 1 of the school year in which he or she resigns, and it is afterwards approved by the Board. A prepaid certified or registered letter of resignation is considered submitted upon mailing.

SUPPORT PERSONNEL

Non-instructional personnel shall give a notice of resignation to their respective directors of service seven days prior to the effective date of resignation. Such notice may be waived by the director under extenuating circumstances.

ALL DISTRICT PERSONNEL

Salary and Insurance

1. If requested, an employee resigning after completion of his/her contract will receive his/her summer pay in one lump sum at the end of June, with the insurance premiums deducted for the remainder of the summer to ensure coverage through August.
2. An employee, in most cases, will be eligible for continuation of coverage of his/her group health insurance for up to 18 months under the COBRA Law. The employee should contact the benefits office for an explanation of his/her rights before termination or as soon as possible thereafter.
3. Upon termination, it is the employee's responsibility to notify his/her annuity agent and the credit union. The balance of professional dues and United Way pledges will be deducted from the employee's final payment.

Money Purchase Pension Plan

An employee, upon resignation, should file a claim for vested benefits in the Money Purchase Pension Plan within 30 days of termination of employment to avoid processing delays. Upon receipt of the claim, the Plan Administrator will verify the information and process for payment of vested benefits.

- L. RETIREMENT** Reference: *Board Policy DEG(Local)*, Administrative Guideline 4.40

RETIREMENT BENEFITS

Information concerning full retirement benefits, or early retirement benefits, may be obtained from:

1. **Shirley Erwin**
Goose Creek CISD Administration Building
Telephone: 281-420-4821
2. **Teacher Retirement System of Texas**
1000 Red River Street Austin, TX 78701-2698
Telephone: 512-397-6400 or 1-800-223-8778

An employee should notify the Personnel Office 60 days prior to the time of retirement.

FINAL PAYCHECK

At the request of an employee who has completed the required retirement procedure, if possible, the district will close out the employee's account on the last day of the month in which the employee retires. This enables the employee to receive retirement benefits the following month.

An employee, upon retirement, may have insurance premiums deducted from the final check in June to ensure coverage through August.

WITHDRAWAL OF RETIREMENT UPON TERMINATION OF EMPLOYMENT

When there is a permanent termination of employment, the employee may withdraw the retirement contribution, plus accrued interest earned thereon, from the Teacher Retirement System in Austin.

Approximately ninety days are required to process this type of withdrawal from the program.

WITHDRAWAL OF VESTED BENEFITS FROM MONEY PURCHASE PENSION PLAN

Upon retirement, an employee will be 100% vested. The normal retirement age for the Money Purchase Pension Plan is the sixty-fifth (65) birthday.

Each member may retire prior to his normal retirement date provided the member has attained the age of fifty-five (55) and completed five (5) or more years of service.

To obtain a complete vesting schedule, the employee may contact the Business Office to obtain a copy of the Plan Document.

To avoid processing delays, the retiree should file a claim with the Plan Administrator within thirty (30) days of retirement. Upon receipt of claim, the Plan Administrator or designee will verify the information and submit the claim for approval of payment of vested benefits.

Interest is credited on all accounts on June 30 of each year. Any withdrawal of funds before June 30 would result in forfeiture of interest earned. Should the employee wish to receive the earned interest, the employee should receive the vested benefits within sixty days after the close of the Plan Year in which employment is terminated.

M. SUSPENSIONS AND DISMISSALS Reference: *Board Policy DFAB(Legal)*

PROBATIONARY CONTRACT

Termination

A probationary contract employee may be terminated at the end of the contract period if the Board determines that such termination will serve the best interests of the District.

The Board shall give the employee notice of its decision to terminate the employment not later than the 10th day before the last day of instruction required under the contract.

The Board's decision to terminate a probationary employee at the end of a contract period is final and may not be appealed.

Suspension

The District may, for good cause, suspend an employee without pay in lieu of discharge. The period of suspension may not extend beyond the end of the current school year.

Before any probationary contract employee is dismissed or suspended without pay for good cause, the employee shall be given reasonable notice in writing of the charges against him or her and an explanation of the District's evidence, set out in sufficient detail to fairly enable the employee to show any error that may exist.

If a probationary contract employee who has received notice of proposed termination desires a hearing before an independent hearing examiner, the employee must file a written request with the commissioner not later than the 15th day after the date the employee receives notice of the proposed termination. The employee must provide the District with a copy of the request.

Suspension With Pay

A probationary contract employee may be suspended with pay or placed on administrative leave by the Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent determines that the District's best interest will be served by the suspension or administrative leave.

TERM CONTRACTS

Termination

The Board may terminate a term contract and discharge a term contract employee at any time for:

1. Good cause as determined by the Board; or
2. A financial exigency that required a reduction in personnel.

Before any term contract employee is dismissed for good cause, the employee shall be given reasonable notice in writing of the charges against him or her and an explanation of the District's evidence, set out in sufficient detail to fairly enable the employee to show any error that may exist.

If a term contract employee desires a hearing before an independent hearing examiner, the employee must file a written request with the commissioner not later than the 15th day after the date the employee receives notice of the proposed termination or suspension without pay. The term contract employee must provide the District with a copy of the request.

Suspension With Pay

A term contract employee may be suspended with pay or placed on administrative leave by the Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent determines that the District's best interest will be served by the suspension or administrative leave.

CONTINUING CONTRACTS

Termination

A teacher employed under a continuing contract may be discharged at any time for good cause as determined by the Board. "Good cause" is the failure to meet the accepted standards of conduct for the profession as generally recognized and applied in similarly situated school districts in this state.

Before any employee under a continuing contract is discharged, suspended without pay in lieu of discharge, or released because of a necessary reduction in personnel, the employee released shall be notified in writing by the Board of the proposed action and the grounds for the action.

An employee who is discharged or suspended without pay for actions related to the inability or failure of the employee to perform assigned duties is entitled, as a matter of right, to a copy of each evaluation report or any other written memorandum that concerns the fitness or conduct of the employee, by requesting in writing a copy of these documents.

If upon written notification of the proposed action, the employee desires to contest the same, the employee shall notify the Board in writing not later than the **10th day** after the date of receipt of the official notice. A timely request for a hearing entitles the employee to a hearing before a hearing examiner.

Suspension

The District may suspend a teacher without pay and for a period not to extend beyond the end of the current school year in lieu of discharge, for good cause as defined above.

N. TRANSFER AND REASSIGNMENT PROCEDURES Reference: *Board Policy DK(Local)*, Administrative Guideline 4.49

The Superintendent or designee employs all personnel subject to assignment and reassignment at any time. Any employee may request reassignment to another position for which he or she is qualified within the District.

The principal's criteria for approval of campus appointments and reassignments shall be consistent with District policy regarding equal opportunity employment and with staffing patterns approved in the District and campus plans. In exercising their authority to approve appointments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

INITIATION OF TRANSFERS

The Personnel Department shall administer transfer procedures for the district. Transfers may be initiated by the employee, by the supervisor, or by the Superintendent or designee.

VOLUNTARY TRANSFER

A **voluntary transfer** is one initiated by the employee according to guidelines established by the District, herein referred to as "voluntary transfer." All requests for a voluntary transfer shall be submitted on the appropriate form. District personnel may submit requests for a voluntary transfer using the following guidelines:

1. All personnel not currently on a performance/growth plan to remediate deficiencies may request a voluntary transfer to positions within the District.
2. An employee who wishes to request a voluntary transfer to another campus for the next school year should secure an Employee Voluntary Transfer Request Form from the district website and submit the completed form to the Personnel Department at the Administration Building.
3. Voluntary transfer requests should be made by the date established by the District. Requests received after this time will not be considered unless unusual circumstances occur and the Deputy Superintendent for Administrative Services gives approval. Late requests are not likely to be accommodated in view of the District's need to be competitive with other districts in the early employment of new teachers.
4. If the request for voluntary transfer is not granted by June 15 and the employee wishes consideration of the voluntary transfer for the following year, a new request for voluntary transfer must be submitted each year. In-district voluntary transfers will be honored for vacancies that occur after June 15, only if the two supervisors involved with the voluntary transfer agree.
5. Voluntary transfer requests must be renewed each year; prior unapproved requests from the voluntary transfer list are not retained.

6. A request for voluntary transfer does not guarantee that it will be approved because each request has to be considered according to the following criteria in the following **order or preference**:
 - a. Appropriate certification in major teaching areas
 - b. District seniority then campus seniority
 - c. Number of teachers returning from leave of absence
 - d. Number of reassignments required for administrative reasons
 - e. Available vacancies
 - f. Number of requests for voluntary transfer
 - g. Preference of teaching assignment change to improve efficiency and productivity or other school organizational needs
 - h. Rapport with the principal, faculty members, and/or community
 - i. Quality service rendered in the District
7. Voluntary transfers are not subject to grievance.

PROCEDURES FOR PROCESSING A VOLUNTARY TRANSFER REQUEST

1. The Personnel Department will send to each principal a copy of the voluntary transfer roster according to the date established by the District. The Personnel Department will provide each campus principal with a tentative set of forecasting numbers to staff the campus for the upcoming year.
2. The building principal will schedule interviews according to the date established by the District with those teachers on the voluntary transfer request list who meet campus criteria or those requested by the Personnel Department. If an opening arises at a grade level or in a subject area before June 15, the principal may review candidates on the voluntary transfer list first as well as available candidates.
3. When a person on the voluntary transfer list is interviewed, results of the interview should be shared with the Personnel Department to expedite placement of all employees.
4. All assignments will be made for employees who are required to be reassigned because of excess staff on a specific campus according to the District's designated date.
5. The voluntary transfer becomes official when the Personnel Department processes the transfer by notifying the teacher and the supervisors.

REASSIGNMENTS

The following guidelines are to be followed regarding reassignment of personnel in order of preference:

1. To administer a school personnel management system, it may become necessary to reassign individuals to positions of different responsibilities.
2. All employees are subject to change in assignment if the administration is of the opinion that the overall program of the school system would be improved.
3. Reassignments will be made only after an individual conference with the employee and sending principal.
4. Reassignments shall be generally confined to the following circumstances:
(Not in order of preference or priority)
 - Change in program

- Opening a new campus
 - Changes in staff;
 - Changes in funding
 - Changes in district/campus enrollment
 - Certification requirements
 - Supervisor's request
 - Superintendent's discretion
5. The appropriate Director of Personnel will identify district-wide staffing changes to meet the needs of students and notify employees who must be reassigned of their new position and campus.
 6. Staffing of programs with federal funds require an annual needs assessment. Staffing changes impacted by funding decreases may require a reassignment based upon the instructional needs of the campus or program. A position may be considered excess if program changes occur because of a reduction in federal funds. Staff impacted by such a change may be considered for an open position on campus, be added to the transfer list, or be placed on the Excess Staff List and be considered for a reassignment within their area of certification.
 7. The appropriate Director of Personnel will identify district-wide staffing changes required to meet the specific needs of students and notify employees who must be reassigned of their new position and campus.
 8. The receiving campus principal will meet with the employee(s) who will be reassigned to the campus. All persons impacted by a reassignment must be placed before proceeding with Open District Recruitment or new district hiring for a similar district-wide position.
 9. The receiving principal will complete and submit an "Employee Recommendation to Personnel" form and forward it to the appropriate Director of Personnel.
 10. Once the reassignment is completed, the transfer becomes effective when the Personnel Department processes the transfer by notifying the teacher, the receiving principal, the appropriate Director of Personnel, and the sending principal.

The following steps are to be applied in the order shown when reassigning teaching staff:

Elementary Schools:

1. Reassignment in elementary schools due to decreases in student projections (*prior to beginning of student year*).

Step: Procedure

1. Determine if there are teachers on the campus affected with the appropriate **certification** and in the current or projected assignment who desire to be transferred or reassigned. If there are no **volunteers**, please proceed to Step 2.
2. Determine the teacher on the **campus** affected who has the least seniority in the District based on uninterrupted service. In the event two or more teachers are equal in seniority, proceed to Step 3.
3. Determine the teacher on the **campus** who has the least seniority on the campus based on uninterrupted service. If two or more teachers are equal in seniority, proceed to Step 4.
4. Determine the teacher on the **campus** affected and who is assigned to the **grade level and program affected where the**

surplus exists that has the least seniority at **grade level** based on uninterrupted service.

2. Reassignment in elementary schools due to failure to reach enrollment projections (*after beginning of student school year*).

Step: Procedure

1. Determine if there are any teachers with the appropriate **certification within the grade level and program where the surplus exists** who desire to be transferred or reassigned. If there are no **volunteers**, proceed to Step 2.
2. Determine the teacher on the **campus** affected who has the least seniority in the **District** based on uninterrupted service and whose teaching assignment is at the **grade level and program where the surplus exists**. If two or more teachers are equal in seniority, proceed to Step 3.
3. Determine the teacher on **campus** affected who has the least seniority on that **campus** based on uninterrupted service and whose teaching assignment is at the **grade level and program affected where the surplus exists**. If two or more teachers are equal in seniority, proceed to Step 4.
4. Determine the teacher on **campus** affected who is assigned to the **grade level and program** that has the least seniority based on uninterrupted service at the **grade level affected where the surplus exists**.

Secondary Schools:

Reassignments in secondary schools are due to a decrease in student projections or failure to reach enrollment projections (*prior to or after the beginning of the student school year*).

Step: Procedure

1. Determine if there are any teachers on the campus affected with the appropriate **certification** related to the current or projected assignment who desire to be transferred or reassigned. If there are no **volunteers**, proceed to Step 2.
2. Determine the teacher on the campus affected who has the least seniority in the District based on uninterrupted service whose teaching assignment is at the subject area affected. If two or more teachers are equal in seniority, proceed to Step 3.
3. Determine the teacher on **campus** affected who has the least seniority on that campus based on uninterrupted service and whose teaching assignment is at the subject area affected. If two or more teachers are equal in seniority, proceed to Step 4.

Important Notice Regarding Elementary and Secondary Reassignments

In all instances for reassignments involving both elementary and secondary teachers where two or more teachers have the same seniority based on uninterrupted service (when least number of years of experience will subject those teachers to reassignment), the date of the written job/contract acceptance or letter of intent (which ever comes first) by the teachers involved shall become a primary factor in the decisions as to which employee shall be reassigned or transferred.

Dual Assignment Contract Personnel

Teachers hired on a dual assignment contract may not be subject to the reassignment procedures listed above.

NOTICE OF EXCESS STAFF

An employee is considered "Excess Staff" when currently assigned staff exceeds the allocated staffing formula for a campus. The Deputy Superintendent for Administrative Services will identify the appropriate employees who enter the Excess Staff pool. It is the obligation of the elementary or secondary administrator to give notice to a staff member whose position is declared excess on a campus by applying the District's staffing guidelines and reassignment procedures. The administrator shall give notice to the employee that his/her name has been placed on the District's Excess Staff List.

REASSIGNMENT OF EXCESS STAFF TO ESTABLISHED CAMPUSES

An employee in the Excess Staff pool will be reassigned to a position in which he or she is qualified. Excess Staff employees must meet District objective criteria (i.e. certification, pay grade, etc.) for that position. The Excess Staff employee must comply with relevant District procedures and established timelines to be considered for a particular vacancy.

After a review of the staffing needs of each campus, affected campus excess staff positions and placement will be approved by the Personnel Department in consultation with the Executive Director of Curriculum and Instruction and Executive Director of School Administration. **Identified excess staff positions are not subject to the grievance policy.**

ESTABLISHING A BALANCE OF FACULTY AND STAFF FOR AN OPENING OF A NEW CAMPUS

When a new campus is opened, it is important to establish a balance of faculty and staff. To achieve a balance, all excess staff on established campuses will be reassigned before any in-district transfers and new hires outside the district are considered. All District transfer procedures and hiring regulations stated in this policy shall be followed.

RESTRICTIONS

No more than 20 percent of teachers may be selected from one department or grade level (inclusive of all special programs) from an established campus and no more than 15 percent of the total teachers currently assigned to any established campus may be selected unless that campus is declared to have an excess of teachers per student ratio. SCGC/ALP and SCC campuses are not included in the above two restrictions.

The Personnel Department reserves the right to adjust any of the percentages listed in this policy in order to assure continuity. All assignments are subject to the approval of the Personnel Department and the Executive Directors for School Administration and Curriculum and Instruction. Principals shall not solicit or contact employees who are not on the transfer list excluding open district recruiting selections.

FACULTY SELECTION DURING OPEN DISTRICT RECRUITING (Up to 10 Percent)

The principal of the new campus is authorized to select and staff up to 10 percent of the faculty of the new campus without being on the transfer list. This selection

process is called Open District Recruiting. The staff member recruited will be given one week (five working days) to make a decision whether or not to accept the principal's offer. **The new campus principal must give advance notice to the principal of any campus from which the Open District Recruiting employee is being considered before the offer is extended.**

The following are the regulations that the new campus principal must adhere to in the Open District Recruiting selection process:

1. All selections of the Open District Recruiting process must be approved by the Deputy Superintendent for Administrative Services in consultation with the Executive Directors of Elementary and Secondary Education;
2. Number of certified Open District Recruiting Teachers, Librarians, or Nurses per established campus that may be selected are as follows:
 - One certified elementary professional per campus;
 - Two certified junior high school professionals per campus; and,
 - Six certified high school professionals per campus.
3. Teachers trained to deliver special instruction, i.e., Department/Grade Level Chairpersons, Content Specialists, Advanced Placement, Peer Facilitators, Dyslexia, etc. may not be selected as part of the Open District Recruiting process unless approved by the Executive Directors for School Administration and Curriculum and Instruction.

FACULTY SELECTION OF TRANSFERS ON ESTABLISHED CAMPUSES WITHIN THE DISTRICT (Up to 60 Percent)

Up to 60 percent of the faculty of the new campus can be selected through the current established GCCISD voluntary transfer procedures.

FACULTY SELECTION OF NEW HIRES FROM OUTSIDE THE DISTRICT (Up to 30 Percent)

Up to 30 percent of the faculty of the new campus can be selected through the normal GCCISD hiring process based on projected needs and highly qualified certification status.

ADMINISTRATOR/PROFESSIONAL STAFFING OF NEW CAMPUS

Administrators/Professionals from each established campus may be assigned to the new campus. Administrative/Professional reassignments will be based on District needs and must be approved by the Deputy Superintendent for Administrative Services in consultation with the Executive Directors for School Administration and Curriculum and Instruction.

PARAPROFESSIONAL STAFFING OF NEW CAMPUS

In order to assure continuity within the established schools, paraprofessional staff assignments which are based on an at-will status can be assigned by the Personnel Department based on the needs of the District. No more than one main office paraprofessional per established campus will be reassigned to the new campus. Other paraprofessionals can be reassigned by the Personnel Department in consultation with the campus principals and appropriate Personnel Director, based on the needs of the established and new campuses affected.

EXTRACURRICULAR STAFFING OF NEW CAMPUS

Recommendations for any extracurricular assignments, i.e., athletics, fine arts, and other programs, must be approved by the Deputy Superintendent for Administrative Services in consultation with the Executive Directors for School Administration and Curriculum and Instruction, and appropriate extracurricular Director.

OTHER STAFFING OF NEW CAMPUS

Other professional staffing needs of a new campus will be determined in consultation with the principal, appropriate Department Director, Executive Directors, and Deputy Superintendent for Administrative Services.

Other assignments of professional and auxiliary personnel who do not meet the above regulations will be transferred and/or hired with the approval of the Deputy Superintendent for Administrative Services and the Superintendent of Schools.

NOTE: Any professional or auxiliary employee on a growth plan does not qualify for reassignment unless approved by the Superintendent of Schools.

REASSIGNMENTS OF PARAPROFESSIONAL TO ESTABLISHED CAMPUSES

All paraprofessional employment is based on the District Paraprofessional staffing formulas. Paraprofessionals staffing formulas are divided into Elementary, Junior School, High School, Special Education and Bilingual/ESOL staffing needs. Each one of the above paraprofessional staffing formulas are reviewed each year in April based on the needs of the District. GCCISD School Board Policies DCD (LEGAL) and DCD (LOCAL) govern the paraprofessional employment process.

Each year paraprofessional employment is based on enrollment, special needs of students, special programs, clerical, and instructional needs of the campuses.

If Excess Staff occurs, paraprofessional employment is based upon number of years of employment at a campus and paraprofessional certification, i.e. NCLB, SBEC qualifications for certified instructional staff.

Excess Staff status will be determined by the Deputy Superintendent of Administrative Services, the Executive Director of Curriculum and Instruction, the Executive Director of School Administration, and the Directors of Personnel in consultation with the Directors of Special Education and Bilingual /ESOL.

REASSIGNMENTS OF MANUEL TRADE EMPLOYEES TO ESTABLISHED CAMPUSES/SITES

All manual trades' employment is based on District Auxiliary Department staffing formulas. Each manual trade staffing formulas and reassignments are based on the needs of the District. The manual trade's employment staffing and reassignment process is governed by GCCISD Board of Trustees Policies, DCD (Legal) and DCD (Local).

Each year manual trades employment staffing is based on the needs of the Districts' campuses, sites, grounds, construction, and special needs as determined by the Superintendent and Board of Trustees.

If excess staff occurs based on budgetary constraints and/ or needs of the District, the following criteria will be determined in the order of importance:

1. Needs of the District regarding employees' skills, licenses and/or certifications;

2. Work performance evaluations; and
3. Seniority/Continuous employment in the District.

Excess staff and reassignments will be determined by the Deputy Superintendent of Administrative Services, Executive Director of Facilities Management, Executive Director of Support Services and Special Projects, Director of Personnel responsible for auxiliary workers, input from the Departmental Directors, and the Superintendent of Schools.

COMMITMENT TO EQUAL EMPLOYMENT

In considering transfer requests, there shall be no discrimination in the filling of positions because of race, creed, religion, sex, or disability.

II. COMPENSATION AND BENEFITS

A. ADDITIONAL PAY FOR COMPLETION OF COLLEGE-LEVEL COURSE WORK

Goose Creek Consolidated School District will pay an annual stipend of \$1000 for the completion of a Masters Degree relevant to the assignments or advancement. This payment will be calculated as part of the employee's annual salary. An official transcript must be on file to receive compensation.

B. CREDIT UNION

Community Resource Credit Union offers a variety of financial services to district employees and their immediate families. You may contact the credit union at 281-422-3611.

C. INSURANCE

APPROVED INSURANCE PROGRAMS Reference: Administrative Guideline 4.25

The school district shall provide payroll deductions for employees that participate in the district's approved insurance programs.

All insurance deductions, except the short-term disability plan and group term life insurance plans, are offered under a "Cafeteria Plan," as provided by §125 of the *IRS Code*, which allows deductions to be tax exempt.

BENEFITS ADVISORY COMMITTEE

As of the 1995-96 school year, the GCCISD Benefits Advisory Committee is established as a subcommittee of the Employees Advisory Council (EAC). EAC will determine the make-up of the committee each year and report membership to the Office of the Superintendent.

The Advisory Committee will serve as a liaison between the employees and the Administrative Committee to make recommendations on employee benefits. The Administrative Committee consists of the Executive Director of Support Services, the Employee Benefits Coordinator, the Benefits Consultant, and representatives of the Third Party Administrator.

D. PENSION PLAN Reference: Administrative Guideline 4.31

DESCRIPTION

The Goose Creek Consolidated Independent School District established the Goose Creek Consolidated Independent School District Money Purchase Pension Plan ("Plan") on March 23, 1981, to be effective September 1, 1980. Every full-time employee whose employment commencement date with the school district is on or after July 1, 1999, shall automatically become a member of the Plan on the first day of employment. New full-time employees may elect to not participate in the Plan within seven (7) calendar days of their first day of employment by providing written notice to the Plan Administrator on the form provided by the District. All other full-time employees are given the opportunity once a year to opt in and out of the Plan by providing written notice to the Plan Administrator on the form provided by the District. A complete copy of the Plan is available at the Administration Office for employee review during normal school hours. Any employee may obtain a copy of the Plan upon request and the payment of a reasonable reproduction fee.

Each month the school district will contribute 6.65% of the considered compensation paid to all of the members during that month, up to the Social Security wage base maximum which is in effect on the last day of the Plan year. All contributions made by the school district are paid to the Trustee. The Trustee invests and administers the funds as directed by the Administrative Committee until they are paid out according to the Plan. Every member has a separate account. The Trustees for the Plan are the same as the Administrative Committee.

E. SALARY AND PAYROLL PROCEDURES Reference: Administrative Guideline 4.41

TWELVE-MONTH PAYROLL

Teachers are paid on the basis of a 187-day contract year. Payday will be on the fifteenth and last day of each month.

The two options for pay at Goose Creek CISD are direct deposit and Chase Pay Card. The first new direct deposit will be a "pre-note" with a check being printed and sent to the home address of the employee. Chase Pay Cards are effective with the first payroll after enrollment and activation.

To verify that an employee is receiving the correct annual salary, the employee should:

1. Check to see that the placement on the district pay scale is correct according to tenure and training.
2. All fulltime personnel should divide their annual salary by twenty-four payments.
3. Verify through the employee portal that deductions for insurance, annuity, credit union, and others are being made according to request.

If there are any questions, employees should call the Payroll Department, 281-420-4800.

PAYROLL DEDUCTIONS

Mandatory Deductions

1. Income Tax
 - a. All personnel shall have completed an Internal Revenue Service

- W-4 Form, claiming the desired number of dependents and marital status.
 - b. If the information on the W-4 Form needs to be corrected, a new form should be obtained through the employee portal, immediate supervisor, or building principal. Upon completion, the form should be returned to the Payroll Department.
- 2. Medicare Taxes
 - The district shall deduct from the salaries of designated employees the amount of Social Security Medicare Tax as required by law.
- 3. Texas Teacher Retirement System
 - a. An amount of 7.05% shall be withheld from each employee's paycheck and sent to the Texas Teacher Retirement System (TRS). Of the 7.05% each member will contribute .65% for the TRS health insurance program.
 - b. If mandated by TRS, each September there may be a \$10 payment withheld from each employee's check. This is in addition to the 7.05%. The \$10 payment is to cover the cost of administration of funds, as provided by state law, and is forwarded to the Retirement System in Austin.

Voluntary Deductions

Additional payroll deductions, upon the authorization of the employee, shall be permitted for the Community Resource Credit Union, union dues, tax-sheltered annuity programs, and approved insurance plans. Insurance deductions are offered under a "Cafeteria Plan," provided by Section 125 of the IRS Code, which allows deductions to be tax exempt.

- 1. Employees interested in applying for a tax-sheltered annuity should contact a Paragon representative at 1-888-724-0525.
- 2. New companies desiring to write tax-sheltered annuities should contact the Tax-Sheltered Annuity Department with the District's third party administrator.

Deductions for Absence

- 1. Payroll deductions will be made for any absence not covered under the section "Leaves and Absences."
- 2. These deductions will be indicated on the check stub of the employee.

F. SALARIES, WAGES, AND STIPENDS Reference: *Board Policy DEA(Local)*
Reference: Administrative Guideline 1.07

PAY SYSTEMS DESCRIPTION

The Superintendent shall recommend to the Board for approval pay structures and compensation plans for all District employees. Pay structures shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals. The Superintendent shall administer and maintain pay systems in accordance with administrative procedures for the District compensation plan. The Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.

All employees shall be paid within the assigned pay ranges unless exceptions are granted by the Board.

PAY INCREASE BUDGET

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Pay increases beyond the budgeted amount for individuals or positions shall be subject to Board approval.

CLASSIFICATION OF POSITIONS

The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act.

EXEMPT

The District shall pay employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act (FLSA) on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy. [See *Board Policy DGBA*] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

NONEXEMPT

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours. A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the Fair Labor Standards Act.

OVERTIME COMPENSATION

Supervisors of nonexempt employees shall ensure an agreement of understanding with the employees regarding the form of compensation for overtime (payment or compensatory time) prior to the performance of the work for the overtime duty. These agreements or understandings need not be in writing, but the supervisor shall maintain a record of them--such as a calendar notation, a memo to the file, or some similar indication that the employee was notified of the type of compensation to expect.

COMPENSATORY TIME

Compensation for overtime hours shall be awarded at one and a half times the employee's regular rate of pay or by one and a half times in compensatory time. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to take compensatory time or, at the District's option, will receive overtime pay.

Compensatory time shall be used within the assigned duty year in which it is earned. The District shall pay employee overtime for all unused compensatory time remaining at the end of the fiscal year. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.

WORKWEEK DEFINED

For purposes of FLSA compliance, the workweek for District employees that shall be used for overtime or compensatory time shall be 12:00 a.m. Saturday until 11:59 p.m. Friday.

SUPPLEMENTAL DUTIES

The Superintendent or designee may assign non contractual supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. The employee shall be compensated for these assignments according to the supplemental duty pay schedule established by the Board. These assignments may be discontinued at any time for any reason or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.

WORK CALENDAR AND SCHEDULES

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB] Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

- G. SCHOOL ATTENDANCE -- CHILDREN OF EMPLOYEES** Reference:
Board Policy FDA (Local), Board Policy FDB (Local)

OUT-OF-DISTRICT EMPLOYEES

A nonresident full-time District employee who is eligible to receive state and local personal days may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time with no tuition charge.

The child shall be allowed to enroll at the campus where his or her parent is assigned, the campus closest to the parent's assignment location, or the campus of the closest school feeder pattern to the parent's assignment as established by the District. Such enrollment shall be subject, however, to the restrictions annually established regarding campuses deemed to be at capacity. The Superintendent or designee shall determine which school or feeder pattern is closest to the employee's worksite.

INDISTRICT EMPLOYEES

A child of a full-time District employee who is eligible to receive state and local personal days, shall be allowed to enroll at the campus where his or her parent is assigned, the campus closest to the parent's assignment location, or the campus of the closest school feeder pattern to the parent's assignment as established by the District. Such enrollment shall be subject, however, to the restrictions annually established regarding campuses deemed to be at capacity. The Superintendent or designee shall determine which school or feeder pattern is closest to the employee's worksite.

INDISTRICT AND OUT-OF-DISTRICT EMPLOYEES

The above guidelines apply only if the following criteria have been met:

1. The 1:22 ratio must be maintained.
2. There are no excessive tardies and/or absences.
3. There are no disciplinary problems.

4. Parents must provide transportation.
5. A student residing in the zone of residence will not be displaced as a result of accommodating children of employees who are on a campus because of an indistrict or out-of-district employee student transfer.

H. **WORKER'S COMPENSATION -- ACCIDENTS ON DUTY**

Reference: Administrative Guideline 4.54

When an employee (fulltime or part-time) has an accident and is injured in any manner while on duty, the employee will immediately report the accident/incident to his/her supervisor. The supervisor will ensure the accident/incident to the school secretary or person designated to file the accident report.

Any principal, supervisor, secretary, nurse or management employee who has knowledge of an incident or injury on the job must ensure their school secretary or person designated completes a First Report of Injury regardless of whether the employee complies.

Goose Creek CISD provides Workers' Compensation coverage for each employee. Employees should be encouraged to seek medical treatment for all accidents, if they choose.

PROCEDURES

The following procedures must be followed when a work accident or injury occurs or is reported:

EMPLOYEE RESPONSIBILITIES:

1. Report
 - a. All employees must immediately notify their supervisor of any injury that occurs while on duty – regardless of whether or not they require medical attention.
2. Lost Time
 - a. In the event an employee is unable to work due to an injury on the job the employee must immediately notify Risk Management, (281)420-4838, workerscomp@gccisd.net or their school secretary or department secretary.
 - b. Employee must immediately advise Goose Creek CISD whether they wish to use their available leave for any time lost due to a workers' compensation injury via the *Leave Election Form*. In the event an employee does not complete a *Leave Election Form* the District will assume employee does not wish to use available leave and employee will not be paid for the days missed.
 - c. Employee must notify supervisor on current work status immediately after each check up with treating physician until released to return to work.
3. Medical Treatment – Goose Creek CISD has chosen the Political Subdivision Workers' Compensation Alliance (the Alliance) to manage the health care and treatment of employees who are injured at work
 - a. For emergencies, employee may go to the nearest emergency room. Otherwise, employee must choose a treating doctor from the Alliance provider list located at www.pswca.org.
 - b. Employee must inform treating physician of job duties and that Goose Creek CISD will consider modified duty whenever an employee is unable to perform all the tasks of the original job.
 - c. Employee must keep supervisor updated on work status after each check up with treating physician until released to return to work.

SUPERVISOR RESPONSIBILITIES:

* In the event of a medical emergency, the Supervisor should direct the employee to the nearest emergency facility for treatment.

- a. The Supervisor, Manager, Principal, Secretary, Nurse or HR person who employee reports an injury on the job or becomes aware of an incident must direct and/or escort employee to the Campus Secretary or Location Contact in order to ensure a First Report of Injury and other mandatory information is completed.
- b. Once any of the above mentioned personnel become aware of any accident or incident they are required to report it to the Campus Secretary or Location Contact regardless of whether employee cooperates.
- c. The Supervisor is responsible for ensuring the secretary or location contact (Risk Management) is immediately notified whenever an employee misses time due to an injury on the job or returns to work.

CAMPUS SECRETARY OR LOCATION CONTACT

- a. In the event employee must seek treatment immediately, please make every effort to complete and give employee a "Progressive Medical First Fill" Form. This will allow employee to fill a prescription.
- b. Click this link and file a First Report of Injury (https://www.tasb.org/apps/froi/froi_select.cfm) – once it is submitted, print and keep a copy for your records and give a copy to the employee.
- c. Give employee a copy of "Notice of Injured Employee Rights and Responsibilities."
- d. Ensure Employee signs "Employee Acknowledgement of the Alliance." Give a copy to employee and keep a copy for your records.
- e. Please ensure Employee completes and signs the "Elect Leave Benefits with Workers' Compensation." Even if employee is not losing time, this should be completed in the event they are unable to work in the future due to their injury. Make a copy of the Elect Leave form for the employee and immediately fax or email the completed form to Wallace Vosloh - Risk Management Coordinator, (281)420-4470 fax wsvosloh@gccisd.net.

III. LEAVES AND ABSENCES

- A. **LEAVES AND ABSENCES** Reference: *Board Policy DEC(Local)*, *Board Policy DEC(Legal)*, Administrative Guideline 4.27

DEFINITIONS

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

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

For the purpose of the Family and Medical Leave Act, the definition of "family" shall include only items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law, and parent-in-law.

FAMILY EMERGENCY

The term "family emergency" shall be limited to natural disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

ADDITIONAL LOCAL LEAVE

All employees shall earn additional workdays of local sick leave based on the number of months of service each year at a rate concurrent with state sick leave.

Twelve-month employees shall earn six local sick leave days. Eleven-month employees shall earn five and one-half local sick leave days. Ten-month employees shall earn five local sick leave days regardless of the number of days in a contract year. Employees who are hired after the beginning of the school year shall earn a prorated number of sick leave days. Local sick leave shall accumulate without limit and shall be taken with no loss of pay.

USE AND RECORDING

For purposes of personal illness, illness in the immediate family, family emergency, or death in the immediate family, available leave shall be used in the following order:

1. Local sick leave.
2. State sick leave accumulated prior to the 1995-1996 school year.
3. State personal leave.

Local sick leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1995-96 school year, except as otherwise provided by Board policy. Local sick leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

Employees shall be charged leave as used even if a substitute is not employed. Leaves shall be recorded in whole workdays and half workdays only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act. Leave shall not be approved for more workdays than has been accumulated in prior years plus those earned during the current year. Leave for the current year shall be available for use at the beginning of the school year. When an employee who has used more leave than he/she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's paycheck.

Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. [See *Board Policy DEC(Local)*]

UNAUTHORIZED LEAVE

Employees who are absent without prior approval or who obtained approval under false pretenses are subject to disciplinary action including termination.

MEDICAL CERTIFICATION

An employee absent more than three consecutive workdays because of personal illness shall submit, upon return to work a medical certification of illness and of his or her fitness to return to work. An 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.

For leave other than that taken under the federal Family Medical Leave Act, medical certification shall be made by a doctor who is registered and licensed under the Medical Practice Act of Texas, licensed doctor of dentistry, a licensed chiropractor, or a licensed podiatrist. An employee may have his or her illness certified by a Christian Science practitioner listed with the First Church of Christian Scientist in Boston.

For leave taken under the Family and Medical Leave Act, medical certification shall be as described in federal regulations and on the form provided by the district. [See *Board Policy DEC(Legal)*]

BEREAVEMENT (FUNERAL) LEAVE

Approved leave for death in the immediate family shall be for not more than five workdays for each occurrence, subject to the approval of the supervisor/principal and shall not be deducted from state or local sick days.

PERSONAL LEAVE

Under authority of *Education Code 22.003* and to preserve the employee's leave entitlement while minimizing disruption to the instructional program, the Board requires that employees differentiate between uses of personal leave as:

Nondiscretionary—to be used for the same reasons as for state sick leave accumulated prior to the enactment of SB 1, state personal leave; personal or family illness, family emergency. The use of accrued nondiscretionary personal leave or of accumulated sick leave may not be withheld from an employee, but an absence in excess of the specific number of days established by local policy would need certification of a health care provider. [See **Medical Certification** above]

Discretionary—to be taken at the individual employee's discretion, for which it is possible to set a schedule in advance. In the best interest of students and with the difficulties of providing substitutes on certain days, it is a requirement that discretionary leave shall not be allowed in the following circumstances:

- The day before a school holiday (all employees).
- The day after a school holiday (all employees).
- Days scheduled for end-of-semester or end-of-year exams (instructional employees).
- Days scheduled for TAKS tests (instructional employees).
- Professional or staff development days (instructional employees).

- Supervisor may decline discretionary leave requests if warranted by extenuating circumstances; i.e., unavailability of substitute.

Employees shall not be required to submit the reasons for which they are requesting personal leave unless the employee requests to use personal leave on specific days listed under DISCRETIONARY LEAVE above. Exception to the above DISCRETIONARY LEAVE may be granted by the superintendent.

REQUEST FOR PERSONAL LEAVE

A request for personal leave must be given to the immediate supervisor three workdays in advance. In emergency situations, the supervisor may waive the three-day notice requirement but may require documentation to support the failure to meet that requirement.

Discretionary personal leave may not be taken for more than two consecutive days. Use of personal leave on any specific day is subject to approval of the supervisor.

USE OF PERSONAL LEAVE

The following are examples of personal leave reasons that may be used for the following situations:

1. Employee's personal illness.
2. Illness of a member of employee's immediate family.
3. Family emergency.
4. Death of a friend, relative, or family member.
5. Legal matters requiring the presence of a lawyer or court proceedings that cannot be scheduled during out-of-school hours or on other days.
6. Property damage requiring the employee to make immediate arrangements.
7. Wedding or graduation of a son, daughter, or employee.
8. Paternity leave.
9. Unavoidable transportation delay from out-of-town, other than from the town of residence.
10. Religious holy days.
11. Oral or comprehensive examinations for higher degrees or certification when said examinations cannot be scheduled during out-of-school hours or on other days.
12. Income tax investigations that cannot be scheduled during out-of-school hours or on other days.
13. Son or daughter's participation in school-sponsored activities.

Employees shall not be required to submit the reason for which they are requesting personal leave unless the employee requests to use personal leave on specific days listed under "Discretionary" above.

Up to five days may be used for personal leave during each semester.

FAMILY AND MEDICAL LEAVE

The 12-month period within which employees shall be eligible for 12 weeks of family and medical leave shall be defined as the 12-month period beginning on the first duty day of the school year.

Family and Medical Leave Act of 1993:

Guidelines:

- I. Basic Requirements

- A. An eligible employee shall be entitled to a total of 12 workweeks during any 12-month period for one or more of the following:
 - 1. The birth of a son or a daughter of the employee and to care for such son or daughter.
 - 2. The placement of a son or daughter with the employee for adoption or foster care.
 - 3. The need to care for the spouse, son, daughter, or parent of the employee if such spouse, son, or parent has a serious health condition.
 - 4. A serious health condition that makes the employee unable to perform the essential functions of the position of such employee.

The National Defense Authorization Act of 2008

- B. An eligible employee is one who has worked for the employer for twelve (12) months prior to the commencement of the leave and has worked 1250 hours during those (12) months.
- C. Leave to care for a newborn or newly adopted child must be taken within (12) months of the birth or adoption.
- D. Adoption need not be through an adoption agency.
- E. Spouse is defined by state law.
- F. Parent does not include parent-in-law.
- G. The employer defines the twelve (12) month period for annual FMLA leave. The twelve (12) month period for Goose Creek is the twelve (12) month period beginning the first day of duty of the school year for the employee.
- H. If both spouses work for the district, only twelve (12) total weeks will be given to care for a new child or sick parent. Each employee is entitled to twelve (12) weeks to care for a sick son or daughter.
- I. Leave taken under the *Family and Medical Leave Act* will be referred to as FMLA leave.
- J. "Qualifying exigency" caused by a spouse, child, or parent's active military duty or deployment for a combined total of 26 weeks.

II. Benefits During Leave

- A. The leave does **not** have to be with pay.
- B. Employees will be required to use any available leave or sick leave days as part of the FMLA leave. Once available days have been used, all subsequent absences shall be without pay.
- C. Goose Creek will continue to pay the employee's share of health insurance premiums. The employee is still responsible for any supplemental payments for family members.

III. Benefits upon Return to Work

- A. In general, an employee is entitled to:
 - 1. Be restored by the employer to the position of employment held when the leave commenced; or
 - 2. Be returned to an equivalent position with equivalent benefits, pay, and other conditions of employment.
- B. For the district, return to employment is governed by existing policies about return to employment.
- C. If the employee does not return to work for a reason other than the reason the leave was taken, the employer may recover the

insurance premiums paid during the leave--unless the employee does not return "for reasons beyond the employee's control."

IV. Certification

- A. If an employee takes a leave of absence to care for an immediate family member or because of personal illness, the employer may require a **doctor's certificate** for the serious health condition.
- B. **The certificate** must include the date the serious health condition began.
- C. If the district has reason to doubt the validity of a medical certificate, the employer may require the employee to obtain a second opinion at the employer's expense.
- D. The district may request recertification every thirty (30) days. Re-certification can be asked for more frequently if circumstances change or if the employer receives information that casts doubt on the continuing validity of the certificate.

V. Intermittent Health Leave

- A. Leave to care for a new child may not be taken on an intermittent basis.
- B. Other leave may be taken on an intermittent basis when medically necessary.
- C. If the employee requests intermittent leave, the district may require the employee to transfer to a temporary position with equivalent pay and benefits that better accommodates the recurring periods of leave.

VI. Special Provisions for School Districts

- A. If a teacher requests intermittent leave, the district can ask the teacher to take leave "for a particular duration" or temporarily transfer the teacher.
- B. There are special rules for leave near or at the end of the term.
 - 1. If the leave begins more than five weeks prior to the end of the term, is of three weeks duration at least, and would end during the last three weeks of the term, the employer can require the employee to take the leave until the term ends.
 - 2. If the leave begins during the last five weeks, would last at least two weeks, and the employee would return during the last two weeks of school, the employer can require the employee to take leave until the term is over. This provision does not apply to leave for personal illness.
 - 3. If the leave begins during the last three weeks and lasts at least five days, the employer may require the employee to take leave until the term is over.

CONCURRENT USE OF LEAVE

Except for employees who are receiving workers' compensation wage benefits, the district shall require the use of applicable accumulated sick leave in the order determined by this policy, followed by temporary disability leave when applicable, concurrently with family and medical leave.

COMBINED LEAVE FOR SPOUSES

If both spouses are employed by the district, combined family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, may be limited to a combined total of 12 weeks as determined by the needs of the district. The District shall limit military caregiver leave to a combined total of 26 weeks.

INTERMITTENT LEAVE

Intermittent leave shall not be permitted for the birth of the employee's child or the adoption or placement of a child with the employee.

CERTIFICATION OF ILLNESS

Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, and at 30-day intervals thereafter, the employee shall provide medical certification of the illness or disability.

TEMPORARY DISABILITY LEAVE

The maximum length of temporary disability leave for certified full-time employees shall be 180 calendar days.

MEDICAL RELEASE

The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.

TEACHER REINSTATEMENT

A teacher desiring to return to work at or near the conclusion of a semester shall be reinstated in accordance with the END-OF-TERM LEAVE section in DEC preceding.

JURY DUTY AND CIVIC DUTY LEAVE

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty and for compliance with a valid subpoena in a civil, criminal, legislative, or administrative proceeding. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

OTHER COURT APPEARANCES

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal business leave or shall be taken by the employee as leave without pay.

WORKERS' COMPENSATION

An employee receiving workers' compensation wage benefits shall not use accumulated sick leave while on family and medical leave. After exhausting the family and medical leave entitlement, however, an employee on workers' compensation leave may elect to use accumulated sick leave, if any, concurrently with workers' compensation wage benefits.

ASSAULT LEAVE

Assault leave, during which the employee receives workers' compensation wage benefits supplemented by the district up to the pre-assault weekly salary, shall not be designated as family and medical leave.

SERVICE MEMBER FAMILY LEAVE

An employee may take leave to care for a service member who has incurred a serious injury or illness in the line of duty. This may be taken if the injured service member is the employee's spouse, child, parent, or next of kin and may be taken only one time for up to 26 weeks.

LEAVE OF ABSENCE

Upon request in writing to the Personnel Department, leaves of absence without pay may be granted for good cause within the terms of the contract.

A leave of absence is available for contractual employees only. The leave shall be for a specific length of time and shall be limited to no longer than one year. A written request to return to duty shall be made to the Personnel Department at least 60 days prior to the date in which the employee wishes to resume employment. A failure to submit such request shall automatically terminate the employees' contract. The employee shall be permitted to return to a job of equal status or rank, but not necessarily the same job or on the same campus. The employee shall return subject to assignment.

Should there be no vacancy or position of equal status for which the contractual employee can qualify at the time reemployment is desired, the employee shall be entitled to reinstatement of employment as soon as a vacancy occurs for which the employee qualifies. Until such vacancy occurs, the employee, at his or her option, shall be entitled to fill any vacancy of lesser status.

ADMINISTRATIVE/PROFESSIONAL FLEX TIME

The Superintendent, per the recommendation of the Deputy Superintendent and Executive Directors, may approve based on Board of Trustee Policy DMD (Local), administrative and professional job classification employees up to two days of flex time per contract year. Each day of flex time shall be considered on a case by case basis. Professional flex time is considered the attendance and/or participation of conferences, meetings out of District, and workshops, which will contribute to the employee's professional development. The responsibility for justifying the related purpose of attendance or participation for flex time shall rest with employee.

EMPLOYEE ATTENDANCE EXPECTATIONS

The District's expectations are that all employees' attendance to their assigned work schedule is considered a high priority and will be evaluated by their

supervisor. Personal illness, family illness, and extenuating circumstances will be taken into consideration. However, if there is a preponderance of evidence that a pattern of absences develops, the supervisor will meet with the employee and request that the employee provide a rationale for the absences. Personal days that have been pre-approved by the supervisor 3 days prior to use, do not apply to this regulation.

Excessive absences (more than 10 days unaccounted for) will be used in evaluations and will be part of the determination of recommended future employment per Board of Trustee's Policy, DFBB (Local), for contracted and at-will employees.

PARAPROFESSIONAL/CLERICAL WORKING AT HOME REGULATIONS

The new District "practice" for hourly paraprofessional or clerical at-will employees working at home is hereby prohibited. All extra-hour work if approved in advance by the supervisor must be completed at the campus or site in order to meet the regulations that can be counted as overtime or compensation time. At no time can a worker decide for themselves to work extra hours without following District policy; that is, a worker must receive prior approval from their supervisor before working at their site beyond their assigned work schedule

CATASTROPHIC SICK LEAVE BANK

The Catastrophic Sick Leave Bank (CSLB) is a pool of local sick leave days established on a voluntary basis by full-time district staff members and those employed specifically for half-time positions to be used by any member of the CSLB who suffers a catastrophic personal illness, which extends beyond their own accumulated state and local sick leave.

The CSLB **only** covers your spouse, children, and the employee member of the CSLB.

A CSLB member may be granted up to 15 days for catastrophic illness or injury involving a spouse or children. Bank members may request additional days after the initial fifteen days for catastrophic illness or injury involving a spouse or children. Consideration and granting of additional days shall be contingent on the number of days available to the bank from employees leaving the District. Additional days granted may not exceed 45 days for a total of 60 days.

Contributing to the Bank

Contributions to the Catastrophic Sick Leave Bank shall be made according to the following provisions:

1. All full-time and half-time employees of the district who have sick leave benefits are eligible for initial membership in the Catastrophic Sick Leave Bank.
2. To be a member of the CSLB for one school year, an employee shall contribute a minimum of two (2) days of local sick leave on initial enrollment. Membership in the CSLB is carried forward from one year to the next. In subsequent years, members shall be required to make a one (1) day contribution at the beginning of each **SEPTEMBER** in order to continue their membership in the CSLB. **New employees may join the CSLB within 30 days of employment.**
3. Sick leave days contributed to the CSLB not used in a school year shall be carried over from one school year to the next.
4. No CSLB member shall be required, for purposes of maintaining status

in the CSLB, to contribute more sick leave days than other members. However, the CSLBC shall have the authority to request additional days from current members if needed. If a current member does not donate to the emergency request, his/her ability to use the CSLB is NOT affected.

5. An eligible employee, returning from official leave of absence after the open enrollment period, shall make the two-day contribution by the second Monday after returning to work provided the employee meets the other eligibility criteria. A CSLB member returning from official leave of absence after the open enrollment period shall make the one-day contribution by the second Monday after returning to work provided other required eligibility is met.
6. Eligible employees who do not elect to join the CSLB at the first opportunity afforded to them in a school year will not be permitted to join the CSLB until the subsequent annual open enrollment period in September.

Exception: A CSLB member who is separating from employment may donate accrued local sick leave at the time of separation. Terminating CSLB members may contribute additional days to days they have already contributed in the current fiscal year.

B. TEACHER RESPONSIBILITY TO SUBSTITUTES

Teachers who find they will be unable to teach on any given school day are requested to report this to the principal and/or AESOP (**A**utomated **E**mployee **S**ubstitute **O**perator) by using the AESOP Internet or telephone system. The absence shall be reported to the principal and/or AESOP no later than **6:00 a.m.** on the day of the absence. If the teacher needs to cancel an assignment they must call the campus secretary or the Substitute Office to notify them of this cancellation. All cancellations need to be at least two hours before the start of their campus work day. If a cancellation occurs during non-working hours, the teacher must leave a voice message with the Substitute Office 281-420-4823. Once a substitute has been assigned to a job, no change can be made without the approval of the Substitute Office.

Teachers shall notify the principal as soon as possible, on each day of absence, as to whether they will be on duty the following day. Failure to do this until after the substitute has been told to return could mean loss of pay for the teacher.

The Teacher must provide a folder, which includes: duty assignments, lesson plans, class rolls, seating chart, teacher schedule, and other important information determined by the campus principal. This information shall be kept in a place designated by the principal for easy access for substitute use.

C. VACATIONS Reference: *Board Policy DED(Local)*, Administrative Guideline 4.51

Twelve-month employees of the district shall be eligible for vacation each year with pay. Employees shall earn vacation days based on the number of days employed and the years of service with the district. Vacation days begin to accrue from the first day of employment.

Twelve-month employees with fewer than 10 years of service in the district shall earn vacation days at the rate of .0417 days of vacation for each day of employment within the period July 1 through June 30.

Twelve-month employees with ten to 19 years of service in the District shall earn vacations days at the rate of .0625 days of vacation for each day of employment within the period July 1 to June 30.

Twelve-month employees with 20 or more years of service in the district shall earn vacation days at the rate of .0833 days of vacation for each day of employment within the period July 1 through June 30.

In computing the vacation days earned, an employee shall receive a full day of vacation for each fractional day at or above .50

A maximum of five days of vacation can be carried into the following fiscal year (September 1 - August 31). Employees that have carried forward earned vacation days in excess of five days on September 1 of any school year will lose the excess days.

Those employed after July 1 of a school year shall earn a prorated share of vacation time based on the above formula.

Maintenance, Transportation, and Operations employees now receiving three and four weeks of vacation, and those eligible to receive three and four weeks during the 1989-90 school year will be "grandfathered" under the previous policy. Personnel "grandfathered" at three weeks of vacation will be eligible for four weeks of vacation with their twentieth year of service.

Vacation day requests for one to three days must be submitted to and approved by the immediate supervisor with at least three days notice. Vacation requests for four or more days should be submitted for approval at least two weeks in advance. Only two weeks of vacation may be taken at one time. No vacations may be taken between the last day of GCCISD Summer Hours Workweek and the first week of school unless there are extenuating circumstances. Exceptions will be approved by the Superintendent.

IV. EMPLOYEE RELATIONS

A. CAMPUS ADVISORY COUNCIL (CAC) Reference: *Board Policy DGB(Local)*, Administrative Guideline 4.07

Each campus shall establish, within the first three weeks of the school year, a Campus Advisory Council (CAC) to receive and respond to advisograms that deal with an individual campus's concern.

The purpose of the Campus Advisory Council shall be to provide a forum for presentation of ideas, suggestions, and constructive criticism in areas of employee relations and non-instructional concerns which the Campus Advisory Council feels will enhance and strengthen the educational climate of the building.

B. COMPLAINTS AND GRIEVANCES Reference: *Board Policy DGBA(Local)*, *Board Policy DGBA(Legal)*, *Board Policy DG(Local)*, *Board Policy DAA(Legal)*, *Board Policy DIA(Legal)*, *Board Policy DH(Legal)*, Administrative Guideline 4.08

DEFINITIONS

A complaint under this policy shall include:

1. Grievances concerning an employee's wages, hours, or conditions of work.
2. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations or sexual harassment), race, religion, national origin, age, or handicap or on the basis of the employee's exercise of constitutional rights. A complaint must specify the individual harm alleged. [See *Board Policy DIA(Legal)*]

"WHISTLEBLOWER" COMPLAINTS

Whistleblower complaints shall be filed within the time specified by law. The complaint shall begin at Level Two. If the complaint is not resolved at that level, the Superintendent shall ensure that the matter reaches the Board expeditiously. Time lines for the employee and the district set out in this policy may be shortened to ensure that the Board's final decision is made within 30 days of the initiation of the complaint.

GENERAL PROVISIONS

Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them. In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. **Per Board Policy DGBA (Local), "days" shall mean District business days.** In calculating time lines under this policy, the day a document is filed is "day zero" and all deadlines shall be determined by counting the following day as "day one."

The appropriate administrator at each level shall respond to the employee within ten days of a complaint conference. Written complaints shall receive a written response. The employee has 15 days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit. Employees shall be entitled to administrative review conferences as outlined in the Level One and Level Two sections below and to an informal presentation of the complaint to the Board as specified in the Level Three section, unless the Board grants a hearing.

Hearing

If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the Superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent's resolution at Level Two and requests a Board hearing, the Superintendent shall schedule a hearing as specified in the Level Three section.

Level One

Any employee having a complaint shall meet with the principal or immediate supervisor within 15 days of the time the employee first knew or should have known of the event or series of events causing the complaint. At this meeting, the employee shall submit the complaint in writing on a form provided by the district. The appropriate administrator shall hold a conference with the employee within ten days after receipt of the written complaint. The administrator shall have 10 days following the conference to provide the employee a written response.

Level Two

If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may request, in writing on a form provided by the district, within ten days after receipt of a response, or if no response was received, within ten days of the response deadline at Level One, to meet with the Superintendent or a designee. The meeting shall be held within ten days after the Superintendent or designee received the request to discuss the complaint. The Superintendent or designee shall have 10 days following the conference to provide the employee a written response.

Level Three

If the outcome at Level Two is not to the employee's satisfaction, the employee may submit a written request, on a form provided by the district, within ten days, to place the matter on the agenda of a future Board meeting (see Board Policy *BE*). The Superintendent shall inform the employee of the date, time, and place of the meeting. The Board President may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter.

A record of the evidence presented at the Level Three proceeding before the Board shall be made by audio recording or certified shorthand reporting. Board deliberations of the grievance conducted in closed session shall not be recorded.

Hearing

Employees who are granted a hearing shall be afforded that hearing either with the Board in a meeting that includes the hearing as an item in the posted agenda or with the Board's designee. If the Board conducts the hearing, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of response by the Board upholds the administrative decision at Level Two.

If the Board's designee conducts the hearing, he or she shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing. The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint, it shall be heard by the Board in Closed Session, unless the employee bringing the complaint requests it to be heard in public. However, if the complaint constitutes a complaint or charge against another district employee, it shall be heard in Closed Session unless an open hearing is requested by the employee against whom the complaint or charge is brought.

C. PROFESSIONAL GROWTH MEETINGS Reference: Administrative Guideline 4.34

It is important that school employees attend meetings that are scheduled for them. They shall be on time and stay until the meetings are completed.

If an absence from a meeting is unavoidable, or if it is necessary to arrive late or leave early, the person in charge of the meeting and the respective Principal should be given this information.

ORIENTATION AND INSERVICE

Orientation and inservice signal the official beginning of the school year for all teachers.

A continuing staff development program shall be developed each year to keep personnel in each academic area abreast of current developments within their fields.

“INSTRUCTIONAL EXCHANGE” TIME

Two staff development days are designated by the district as days for which “Instructional Exchange Time” will be given. Therefore, during non-duty work hours, instructional employees **may take a total of 12 hours of staff development and use it as “Instructional Exchange Time”** as indicated on the Board approved district calendar. Staff development sessions attended in order to earn instructional exchange time must follow the district’s professional development plan as indicated in the GCCISD Professional Development Handbook.

In summary, Tier II and III instructional required trainings that occur during non-duty work hours are applicable for instructional exchange time. As depicted in the “GCCISD Instructional Exchange Time” visual that’s contained within the professional development handbook, additional instructional exchange time sessions may be made available each school year.

Instructional exchange time applies to all instructional employees. This would include teachers, librarians, nurses, family involvement coordinators, CIS, CYS, district/classroom instructional paraprofessionals, and teacher leaders. Non-instructional employees do not participate in “Instructional Exchange Time”.

Guidelines

1. Courses in which the individual receives graduate credit will not count as instructional exchange time.
2. Conferences that count towards instructional exchange time are listed within the professional development handbook within each specific content/program area.
3. Committee work (i.e. curriculum writing, textbook) will not count towards earning instructional exchange time.

D. SERVICE AWARDS Reference: *Board Policy DJ(Local)*, Administrative Guideline 4.44

An employee who attains five, ten, fifteen, twenty, and twenty-five years of service in the district shall be recognized by receiving a service award approved by the Superintendent.

An employee who attains thirty or more years of service in the district, or retires with a minimum of twenty years of experience in the district, shall be recognized with the presentation of a district approved award.

James Becker Thomson Award

The James Becker Thomson Award shall be awarded annually to the person selected the most outstanding special education teacher of the District. The recipient shall receive a plaque and one-half the interest earned rounded to the nearest \$25 or a minimum of \$200. The remaining interest shall go into the permanent fund to be used to adjust the amount of the award at a future date.

V. EMPLOYEE CONDUCT AND WELFARE

A. ADVERTISING IN THE SCHOOLS Reference: *Board Policy GKB(Local)*, Administrative Guideline 4.06

School facilities shall not be used to advertise, promote, sell tickets, or collect funds for any non-school-related purpose without prior approval of the Superintendent or designee. Non-school related organizations may use school facilities only in accordance with *Board Policy GKD*.

Advertising shall be accepted solely for the purpose of covering the cost of providing materials and equipment, not for the purpose of establishing a forum of communication. The District retains final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment.

With the exception of performances at sporting events, participation of school organizations in celebrations of a commercial nature, such as stock, cavalcades, and pageants shall have prior approval of the Board.

B. CHILD ABUSE AND NEGLECT Reference: Administrative Guideline 1.04

Reporting Procedures

The following procedures have been developed to guide district personnel in obtaining intervention on behalf of a child suspected of having been abused or neglected. While specific procedures have been established, the primary consideration is the immediacy in which the case is handled. That is, reporting the suspected child abuse case to Children's Protective Services (CPS) should not be delayed due to procedural constraints.

The following procedures do not allow district employees or administrators to screen reports of suspected child abuse or neglect as a substitute for legal reporting requirements. Validation of suspected child abuse or neglect is the responsibility of the CPS office assisted by the law enforcement agency. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately. The goal of the procedures is to facilitate the reporting of suspected child abuse cases in a timely and systematic manner while promoting the child's welfare.

1. The first person or persons who suspect child abuse or neglect must initiate and complete the *Report For Suspected Child Abuse* form **found in Administrative Guidelines 1.04 Exhibit B** immediately. All information on the form should be completed from the current data sheet in order to facilitate the referral process.
2. *Report For Suspected Child Abuse* forms will be made available to school personnel by the nurse or counselor.

3. The person initiating the *Report for Suspected Child Abuse* form will give a copy of the completed form to the nurse or counselor and will keep the original in a secure location, i.e. locked cabinet/drawer.
4. An oral report must be made immediately by the “first outcry” person to the local law enforcement agency (Baytown Police Department or Harris/Chambers County) and/or Children’s Protective Services (CPS).

Following are phone/fax numbers:

- Children’s Protective Services 1-800-252-5400
- Harris County Children’s Protective Services 713-394-4000
- Texas Health and Human Services Commission 936-336-7283
936-336-4857 (FAX)
- Baytown Police 281-422-8371
281-420-6628
281-420-6634 (FAX)
- Harris County Sheriff 713-221-6000
713-755-7353 (FAX)
- Chambers County Sheriff 409-267-8318
409-267-8381 (FAX)

5. School nurse will document “CPS involvement and date” and nothing more on the back of health folder.
6. The Report for Suspected Child Abuse form may be completed and forwarded to CPS within five (5) days by the nurse or counselor. (This is no longer required by law.)

Texas Department of Human Services
Harris County Children’s Protective Services
2525 Murworth
Houston, Texas 77054

7. Contact Community Youth Services (CYS) at 713-664-5701 ext. 210 as an intermediary step, if applicable.

C. CONFERENCE/PLANNING PERIODS Reference: Administrative Guideline 4.10

Each classroom teacher is entitled to at least 450 minutes within each two-week period for instructional preparation including parent-teacher conferences and evaluating students’ work and planning. A planning and preparation period may not be less than 45 minutes within an instructional day. During a planning and preparation period, a classroom teacher may not be required to participate in any other activity. The teacher’s conference period is not an off period.

D. E-MAIL PROCEDURES FOR EMPLOYEES

E-mail communication, while convenient to all parties, is not appropriate for detailed discussions or conversations between staff members or between a staff member and an outside party. The District recognizes the traditional face-to-face conference or person-to-person phone call as the most effective method of communication between staff members and between staff members and patrons.

The District believes that direct verbal communication between two parties is the most effective method of communication.

E-mail will not be used as a tool to solve a problem that has been communicated to a staff member by an outside party. Often, the intended tone, intention, and content of emails can be misinterpreted and misunderstood. Therefore, E-mail communications should be limited to brief exchanges such as confirming appointments and conferences or simple comments about a student's grade, academic progress, or behavior. If a staff member feels an E-mail communication requires a detailed response, the staff member should ask the parent to schedule a conference or phone call, using an E-mail response such as:

"Thank you for contacting me regarding your child, Johnny. Due to the nature of your questions, an E-mail response is not appropriate. I would be happy to visit with you via telephone or conference during my scheduled conference time (1:05 p.m. – 1:50 p.m.). Would you please provide me with a telephone number so that I can contact you to answer your questions? Or would you prefer to set up an appointment to meet with me on campus?"

E. EMERGENCY CLOSINGS

The Communications Office will notify the media when it is necessary to close school due to weather or other hazardous conditions.

The following are the stations parents and employees should listen to regarding alternate school locations or school closings:

KPRC Television Channel 2	KTRK Television Channel 13
KHOU Television Channel 11	KTMD Channel 48 (Spanish)
KRIV Television Channel 26	KXLN Channel 45 (Spanish)
KTRH Radio 740 FM	KXXY Radio 1320 AM (Spanish)
KILT Radio 610 AM & 100.3 FM	KQQK Radio 106.5 FM (Spanish)
KHJZ Radio 95.7 FM	KWWJ Radio 1360 FM (Baytown)

F. EMERGENCY OPERATIONS PLAN Reference: Administrative Guideline 4.36

The district has an Emergency Operations Plan which details the steps to be followed in handling emergency situations. Emergency Operations Plans are in all principals' and administrators' offices, and copies may be obtained from the Support Services Office.

When an incident occurs, the following steps should be taken:

- | | |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | Call 911 |
| Step 2 | Contact Principal, Chief Building Administrator, or Designee (serves as Incident Commander). Establish incident command post. |
| Step 3 | Secure scene of incident |
| Step 4 | Activate Campus Emergency Response Team (if necessary as determined by Campus Emergency Operations Leader). |
| Step 5 | Contact District Emergency Response Team. (Administration)
Dr. Toby York , Superintendent
Dr. Byron Terrier , Deputy Superintendent for Administrative Services |

Pete Côté, Executive Director of Support Services and Special Projects/Emergency Management Coordinator
Suzanne Heinrich, Executive Director of School Administration
Diana Cox, Executive Director of Curriculum and Instruction
Kathy Clausen, Director of Communications
Pete Tolar, Assistant Emergency Management Coordinator
Guadalupe Garza, Chief of Security

Step 6 Activate District Emergency Response Team (if necessary as determined by Campus Emergency Response Leader).

Please consult the District Emergency Operations Plan for further information.

G. EMPLOYEE ARRESTS AND CONVICTIONS Reference: *Board Policy DH(Local)*

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, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part 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
- Drug- or alcohol-related offenses
- Acts constituting abuse under the Texas Family Code

H. EMPLOYEE STANDARD OF DRESS Reference: Administrative Guideline 4.14

PHILOSOPHY

Goose Creek CISD is committed to an outstanding education for every student by being a nurturing, innovative, and participatory organization. To further this high academic expectation in an optimal learning environment, employees are to dress with dignity and professionalism. District employees should maintain a neat and clean appearance for their specific assignment. The personal appearance of GCCISD employees affects the respect others have for the organization and the respect staff members hold for one another. These are important factors in the orderly operation of our schools. Cooperation between school personnel and site administrator(s) is expected.

The standard of dress has been established to:

- Reflect the high standards of the community, adhering to good taste, modesty, and dignity;
- Create an atmosphere of respect for authority, set a positive role model for the students, promote safety, and encourage proper personal hygiene and grooming; and
- Promote a consistent standard of dress and grooming.

These guidelines will be reviewed on an ongoing basis to ensure that they address the standards of the community and district. Using the following guidelines, site administrators have the final decision in determining and enforcing acceptable employee dress and grooming standards.

GENERAL GUIDELINES

Employees are to wear clothing that is neat and clean. Employees are not to wear clothing that is tight, revealing, short, torn, tattered, dirty, excessively faded, or with visual, written, or implied messages that are likely to disrupt the school environment. Sweat suits, jogging/wind suits, overalls, or denim pants/jeans of any color may not be worn.

Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn. Tattoos must be covered with an appropriate, non-distracting covering.

Footwear must be worn at all times. Shoes traditionally worn around the home (i.e., house shoes) or to the beach (i.e., rubber flip-flops or rubber croc style shoes) are not permitted. Tennis/athletic shoes that are clean and in good condition may be worn.

The site administrator may designate no more than one day per week as "school spirit" day. On that particular day, it is permissible to wear an approved shirt with school logo with solid color wind suits or jeans. On special days/events (i.e., Western Day and Red Ribbon Week, etc.) the site administrator may designate special attire. This special attire must adhere to general dress code guidelines. The site administrator will determine dress for work days and site-based staff development days.

SPECIFIC GUIDELINES

Women

Women are to wear dress or casual slacks or Capri pants of appropriate material with an appropriate blouse or coordinating jacket. Shorts and cargo style pants may not be worn. Women's skirts/dresses are to be no shorter than slightly above the knee, and slits, flaps, or openings in skirts/dresses may not be shorter than fingertip length. Leggings/tights may be worn only under a dress/skirt that adheres to the above guidelines. Seasonal/decorated shirts and blouses may be worn. Tank tops, backless apparel, midriffs, tops with straps less than 2", sleeveless tops that are revealing (deep or low cut), or see through blouses are not acceptable. Spandex or garments that are too tight are not permitted.

Men

Men are to wear dress or casual slacks. Shirts with collars or sweaters or turtlenecks are to be worn. Socks must be worn with shoes. Shorts may not be worn. Male administrators must wear ties while on duty during regular school hours.

Hair must be well groomed and not extend below the base of the neck. Men are permitted facial hair if neatly trimmed and moderate in style. All facial hair, however, must be fully established by the start of the school year or return from school holidays.

INDIVIDUAL EMPLOYEE'S RESPONSIBILITY

As with all district policies and regulations, it is expected that individual employees will assume the responsibility of adhering to district expectations and requirements.

SITE ADMINISTRATOR'S RESPONSIBILITY

The site administrator will ensure that: 1. Employees within their schools/ organizations are aware of and understand expectations with regard to the employee standard of dress; 2. Violations are addressed according to established guidelines; and 3. Site administrator has the discretion to ask an employee to change his/her clothing.

VIOLATIONS

A violation of the policies regarding the Employee Standard of Dress will result in the following sequential actions:

First Offense: A conference between the employee and the site administrator will be held, where *Board Policy DH(LOCAL)* and Administrative Guidelines 4.14 will be reviewed. The employee also will be advised of the consequences of a second offense.

Second Offense: Written reprimand, labeled second offense, will be placed in the employee's personnel file with a copy also sent to the Deputy Superintendent of Administrative Services.

Third Offense: The employee will receive one day suspension without pay.

Fourth and Subsequent Offenses: The employee will receive one day suspension without pay, and his/her employment status with the district will be reviewed for further action in accordance with District policy.

OTHER JOB-RELATED AREAS

Physical Education/Athletics

Physical Education teachers are to wear clothes appropriate for teaching physical education. Collared or crew neck shirts (with or without sleeves) with shorts no shorter than mid-thigh, coordinated warm-ups or wind suits, and athletic shoes may be worn. Spandex or garments that are too tight are not permitted. Caps/visors/sunglasses may be worn while on duty outside the school building.

Guidelines for Personnel Serving in Dual Role (Classroom and Physical Education Teacher/Coach during the school day):

Coaches who begin their workday as classroom instructors should report to duty dressed according to guidelines for teachers of their gender. Coaches may change their dress to "Physical Education/Athletics" guidelines during periods assigned to physical education/athletic classes.

Coaches assigned to a physical education/athletics class during the day who begin the workday in the classroom and then must return to the classroom after teaching the physical education/athletics class will be allowed the option of completing the school day in coordinated warm-ups or wind suits and athletic shoes.

Coaches who begin the workday in physical education/athletics class will be allowed to begin the day in attire listed under physical education/athletics guidelines but will be expected to change into dress guidelines for classroom teachers for their initial daily classroom assignment. After the initial classroom assignment, a coach who returns to physical education/athletic class will be allowed to follow guidelines listed in the second statement above.

Technology Support Technician (Clerical/Paraprofessional Pay Grade 7)

Technology Support Technicians, due to the nature of their work, may wear jeans that are neat and clean and have no tears, holes or frayed edges.

I. EMPLOYEE STANDARDS OF CONDUCT Reference: *Board Policy DH(Legal), Board Policy DH(Local), Board Policy DHE(Legal) Board Policy DHE(Local), Administrative Guideline 4.16*

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the district. Employees who wish to express criticism shall do so with their immediate supervisors. Employees shall comply with the standards of conduct set out in *Board Policy DH(Local)* and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

TOBACCO

Use of tobacco products is prohibited on all school property. Tobacco products may not be used in privately owned vehicles on school property. Tobacco products may not be used in any vehicle owned by the district at any time, on or off school property.

ALCOHOL

Employees shall not possess, use or be under the influence of alcohol during working hours or school-related activities outside of usual working hours. An employee need not be legally intoxicated to be considered “under the influence” of alcohol.

DRUGS

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of a controlled substance or illicit drug, as defined in state or federal law, during working hours while at school or at school-related activities outside of usual working hours. An employee need not be legally intoxicated to be considered “under the influence of a controlled substance.”

SEARCHES AND ALCOHOL/DRUG TESTING

The District reserves the right to conduct searches when the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites used in District business.

The District shall conduct testing, in accordance with federal regulations, of commercial motor vehicle operators for the use of alcohol or a controlled substance that violates law or federal regulations under 49 CFR 382.

Any employee who tests positive for either drugs or alcohol shall be subject to disciplinary sanctions. Such sanctions may include termination from employment with the District in any or all capacities and referral to appropriate law enforcement officials for prosecution. Any affected employee who refuses to submit to testing (urine, breath, or blood), or fails to appear for testing as instructed, shall be deemed to have violated the District policy and will be subject to immediate termination of employment with the District in any or all capacities.

The District's Employee Assistance Program (EAP) plays an important role in preventing and resolving employee drug use by demonstrating the District's commitment to eliminating illegal drug use by providing employees an opportunity, with appropriate assistance, to discontinue their drug use; by providing educational materials to supervisors and employees on drug use issues; and by assisting supervisors in confronting employees who have performance and/or conduct problems. Specifically:

1. Each employee who has engaged in conduct prohibited by this policy shall be advised by the district of the resources available to the employee in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
2. Each employee who engages in conduct prohibited by this policy shall be evaluated by a substance abuse professional (SAP), who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

VOLUNTARY REHABILITATION

Any employee who voluntarily seeks drug or alcohol rehabilitation shall be relieved of duty without pay and shall undergo rehabilitation for a period not to exceed eight weeks. If the employee cannot be declared fit for duty after the maximum rehabilitation period, the employee will be subject to termination. Costs of rehabilitation in excess of those provided by the District health plan shall be borne by the employee.

CODE OF ETHICS

The teachers of the district recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, the worth and dignity of man, and the need for promotion of democratic citizenship. The teachers affirm and accept the responsibility to practice their profession according to the highest ethical standards towards students, professional colleagues, parents, and community. The teachers acknowledge the magnitude of the profession they have chosen and the responsibility of the profession's code of ethics.

(See Board Policy DH)

Each district teacher 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. Each teacher, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. Each teacher, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. Each teacher, 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. Each teacher, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Code of Ethics and Standard Practices for Texas Educators

Enforceable Standards.

- (1) Professional Ethical Conduct, Practices and Performances.
 - (A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, education preparation program, the Texas Education Agency, or the State Board of Certification (SBEC) and its certification process.
 - (B) 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.
 - (C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
 - (D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
 - (E) 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 open from students, parents of students, or other persons or organizations in recognition or appreciation of service.
 - (F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.
 - (G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
 - (H) Standard 1.8. The educator shall comply for, accept, offer, or assign a position or responsibility on the basis of professional qualifications.
 - (I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, student, or parents of students.
 - (J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
 - (K) 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.
 - (L) Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs or toxic inhalants.
 - (M) 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.**

- (A) 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.
- (B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- (C) Standard 2.3. The educator shall adhere to written local school board policies and state federal laws regarding the hiring, evaluation, and dismissal of personnel.
- (D) Standard 2.4. The educator shall not interfere with a colleagues' exercise of political, professional or citizenship rights and responsibilities.
- (E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, family status, or sexual orientation.
- (F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- (G) 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.

- (A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- (B) 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 earning, physical health, mental health, or safety of the student or minor.
- (C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- (D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- (E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- (F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

- (G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educators a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- (H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- (I) 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.

AUXILIARY EMPLOYEES CODE OF ETHICS AND STANDARDS AND PRACTICES

All paraprofessional, clerical, part-time hourly, substitutes and auxiliary workers shall follow Board Policy DH (Legal); DH (Local); and DH (Exhibit), Code of Ethics and Standards and Practices policies.

HARASSMENT

Repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin,

disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the Superintendent.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee or group of employees that would not occur but for the sex of an employee, when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment; or
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of individual employment; or
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment decisions.

Prohibited Conduct

Employees shall not engage in conduct constituting sexual harassment. The district shall investigate all allegations of sexual harassment and shall take appropriate disciplinary action against employees found to engage in sexual harassment.

Complaint Procedure

An employee who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the principal or immediate supervisor, in accordance with the district's grievance policy {see DGBA (Local)}. However, no procedure or step in that policy shall have the effect of requiring the employee alleging such harassment to present the matter to a person who is the subject of the complaint.

RELATIONSHIP WITH STUDENTS

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See *Board Policy FFH*] (DH Exhibit)

J. EMPLOYEE TRAVEL Reference: *Board Policy DEE(Local), Board Policy DEE (Legal)*, Administrative Guideline 4.50

Persons authorized to travel for business and educational purposes on behalf of Goose Creek CISD (the "District") shall be reimbursed for all usual and reasonable travel related expenses made on behalf of and in connection with District business according to District rates. All travelers, as well as supervisors approving travel, are responsible for compliance with the provisions of the District's Travel Expense Policy. Requests for exceptions to this policy must be made in writing prior to taking the trip and signed by the appropriate executive council member.

K. FACULTY MEETINGS

Certified personnel are expected to attend faculty meetings called by their building principal. Principals will keep meetings to a minimum, but employees should realize that faculty meetings are vital for communication.

L. FRAUD AND FINANCIAL IMPROPRIETY Reference: *Board Policy DG, Board Policy CAA(Local)*

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, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- 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

L. FUNDRAISERS Reference: Administrative Guideline 3.13

In order to provide administrative control over the extensive fund raising activities promoted by the various school organizations, certain procedures are required before authorized personnel can start a fund raising project. Prior to any fundraising activities, the personnel involved **must** attend either the Sponsor Training or Cash Handling Training course. After successful completion of the appropriate training course, a Fund Raising Project Request form must be completed by the person in charge of the project and sent to the principal or designee for initial approval. Once campus administration has approved the request, it is then forwarded to the Business Office for approval from the Chief Financial Officer or designee. Once approved, the form is returned to both the campus bookkeeper and the sponsor of the event. The fund raising project **cannot be implemented** until the school/sponsor receives an approved Fund Raising Project Request form signed by **both** the principal and the Chief Financial Officer. Failure to receive proper authorization will result in activity funds being frozen until parties involved are in compliance with the guidelines.

M. IDENTIFICATION BADGES Reference: Administrative Guideline 4.24

ID Badge General Policy

All employees must wear their official Goose Creek Consolidated Independent School District ID badge while on district property, on duty, or while representing

GCCISD off district property. Wearing of ID badges during extracurricular events is voluntary unless the employee is on duty.

The official GCCISD ID badge should be worn only by the individual to whom it was issued. All official ID badges are the property of Goose Creek Consolidated Independent School District.

Employee Definition

The definition of an employee includes the following: all full-time 10, 11, and 12 month employees; all part-time employees; all teaching and paraprofessional substitutes; and all hourly workers.

Mandatory; Other ID Badge Personnel

In addition to all employees defined above, the following individuals are required to wear an official GCCISD ID badge while on district property during the school day or at any school sponsored activity: volunteers, visitors, and any other individual(s) designated by the Superintendent, and the GCCISD Crisis Management Team.

Mandatory Return of ID Badges

All full-time, part-time, and hourly employees must return ID badges to their immediate supervisor if the employee resigns, changes campuses, changes jobs, or leaves the school district for any other reason.

All substitute, volunteer, and visitor badges **must** be renewed each school year. Previous school year ID badges must be returned to the personnel department within **five working days** after the closing of the school year.

Refusal to Wear Official GCCISD ID Badge

If any individual required to wear a badge does not comply with the GCCISD official ID badge policies; this action will be considered an act of insubordination and will be dealt with on a case-by-case basis.

Any visitor, volunteer, or other individual who refuses to wear the official GCCISD ID badge will not be allowed to remain on school district property.

Damaged or Misplaced ID Badge

Any individual, whose badge has been damaged or misplaced, should immediately contact the Personnel Department to request a duplicate ID badge. Any individual who continually misplaces or damages his/her ID badge **may** be required to reimburse the district for a duplicate ID badge.

Proper Display of GCCISD ID Badge

GCCISD official ID badges should be displayed with a lanyard or clip in plain view on the front upper torso of the individual. All badges should be kept in the clear plastic sleeve provided by the school district.

No unauthorized items, including; but not limited to, stickers, pins, tape, paint, markers, ink, etc., should be placed on the front or back of the ID badge or sleeve. If the school district authorizes an item to be placed on the sleeve or ID badge, the item shall not impair the vision of the employee's name, school district's name, individual ID picture, or GC emblem on the ID badge.

The bar code located on the back of the GCCISD ID badge shall in no way be tampered with, covered by tape or other items, nor should the return address on the back of the ID be tampered with or covered for any reason.

N. INTERNAL MAIL SYSTEM Reference: *Board Policy CPAB(Local)*

The District mail system for delivering items between District buildings shall not be available for use other than official business. With the permission of the Superintendent or designee, internal mailboxes at an individual campus may be used by campus employees and school-sponsored or school support groups affiliated with that campus.

O. MEMBERSHIP IN ORGANIZATIONS Reference: Administrative Guideline 4.29

The following guidelines shall apply regarding personnel membership in organizations:

1. Professional personnel in the district have the right to join, or not to join, any organization for their professional or economic improvement; however, membership or payment of dues to any such organization shall not be a requirement of, or condition of, continued employment.
2. The local organizations which are currently recognized as satisfying the "professional concepts" for teachers and administrators are the Baytown Classroom Teachers Association and the Goose Creek Education Federation. The local organization that meets this requirement for paraprofessionals and auxiliary employees is the Goose Creek Education Federation.
3. As long as the membership of the organization exceeds twenty-five percent of those eligible for membership, the president of a professional teachers' organization shall be scheduled one extra conference period daily for the purpose of transacting business of the organization.

P. NEWS MEDIA Reference: Administrative Guideline 4.36

Sharing News with the Public

Communicating effectively with the public is an essential part of a school district's success. The Communications Office has the following public information goals:

1. To develop a better citizen understanding of the school district in all aspects of its operations.
2. To determine how the citizenry feels about the school district and what it wishes the district to accomplish.
3. To develop citizen understanding of the need for adequate financial support for a sound educational program.
4. To help citizens assume a more direct responsibility for the quality of education the district provides.
5. To earn goodwill, respect, and confidence of the citizenry in the personnel and services of the district.
6. To bring about citizen understanding of the need for improvement and what must be done to facilitate essential change.
7. To promote a genuine spirit of cooperation between the Board and community in sharing leadership for the improvement of the community.
8. To coordinate the publicity effort of all district schools.
9. To provide the public with information about the important programs, activities, and achievements of our schools.

The Communications Office serves in a support role to all district schools, which serve approximately 20,000 students.

Media Coverage

A part of this support is assistance with media coverage. Information for the news media should be submitted to the Communications Office through a *News Flash* form. These are available in the Communications Office, from the campus communicator at each school, and on the district's web site. Information regarding deaths, illnesses, births, or other special occasions should be listed on the back of the form.

Q. PUBLICATIONS Reference: Administrative Guideline 4.36

PUBLICATIONS

The Communications Office produces the following publications:

- Monthly employee and community group newsletter, *The Journal*
- Community newsletter, distributed 1-2 times per year
- Board *WrapUp*—following each Board meeting
- Daily employee e-newsletter regarding employees, i.e. births, deaths, etc.

Information for the in-district newsletter should be submitted on a *News Flash* form. More detailed information regarding communications about Goose Creek can be found in the Jump Start To Communications manual. This is available in the Communications Office and at each campus.

MEDIA TECHNICIAN AND PHOTOGRAPHY SERVICES

Requests for photography and media technician services should be submitted to the Communications Office on the *Media Technician Services* form. Photography requests also may be listed on the News Flash form with the information regarding the event.

All media services requested of the Communications Office must have the signature of the principal or appropriate administrator and the Director of Communications.

Note: Parents have the opportunity to keep their children's photos and names from being photographed for publication or placed on the District web site by checking "no" on the release form in the GCCISD Student/Parent Handbook and sending it back to their children's schools at the beginning of each school year.

WEB SITE

The Communications Office is responsible for the development and updating of the district web site. Individual campuses have webmasters who maintain their sites using the guidelines established by the District. More detailed information is available through the Communications Office. Photos may not be accompanied by names on the web site. Names may be used as long as a photo does not accompany them unless a parent has submitted a release form stating that their child's name or photo may not be used.

TALKING WITH THE MEDIA

All media contacts should be referred to the Communications Office. The director is trained as to what information can be released to the public and in ways issues of concern should be handled. More detailed information regarding crisis communications may be found in the District Crisis Management Plan.

R. PURCHASES

All district purchases require a purchase order to be approved in advance. This includes purchases made by employees to be reimbursed. Purchases made by employees without prior approval may be disallowed and not reimbursed.

S. PURCHASE ORDERS Reference; Administrative Guideline 3.11

Unless state law or Board policy specifically requires the Board to make or approve a purchase, district employees in charge of a department or school budget may purchase items included in their approved budget. Purchase commitment shall be made on properly drawn and issued purchase orders. Creditors of the district shall be on notice that purchase commitments, which are made without a properly drawn purchase order, may not be honored by the district.

A purchase order is considered to be only a purchase request until signed by:

- Director of Purchasing or
- Chief Financial Officer or
- Assigned designee

T. RELIGIOUS, SOCIAL, AND POLITICAL INVOLVEMENTS Reference: *Board Policy DGA(Local)*, Administrative Guideline 4.38.

A school employee should not use school property or his/her normal working hours during the school day for partisan politics, personal gain, or selfish propaganda of any kind. School employees should, however, exercise their full rights as citizens, on their own time, to participate in and/or support whatever local, state, and national political views they believe necessary—subject to the following paragraph.

No employee shall have membership or affiliation with any organization that is considered subversive by the Attorney General of the United States. All employees must conform to federal and state laws. With this exception, no employee shall be discriminated against because of membership or non-membership in any organization.

Any employee found guilty of interfering with the rights of other employees—either through intimidation, undue influence, or coercion—shall be subject to reprimand and possibly discharge.

U. SECURITY POLICY FOR PERSONAL COMPUTING AND ELECTRONIC COMMUNICATIONS

AVAILABILITY OF ACCESS Access to the District's electronic communications systems, including the Internet, is available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- Imposes no tangible cost to the District
- Does not unduly burden the District's computer or

- network resources, and
- Has no adverse effect on an employee's job performance or on a student's academic performance.
- Before authorization is granted, all users of the district's system must complete and sign the appropriate use forms.

USER RESPONSIBILITY

The individual in whose name a system account is issued will be responsible at all times for its proper use. If inappropriate use or activity is witnessed it should be reported to a supervisor. User accounts and passwords are not to be shared or disclosed to any other individual.

FILTERING

Each District computer with Internet access will provide a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

INTELLECTUAL PROPERTY RIGHTS

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

DISCLAIMER OF LIABILITY

The District shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the internet.

E-MAIL RETENTION

When sending and saving E-Mails, the following security and confidentiality considerations must be considered:

- Do not put anything in an e-mail or electronic communication that you would not want published in a public document.
- E-mail or electronic communications pertaining to official business carried out on a home computer may be "public information."
- Use the Family Educational Rights and Privacy Act (FERPA) guidelines in determining the definition of confidential records.

Each user must make provisions to retain documents and messages in accordance with the district's records retention policy, CPC Legal and Local. Each user is responsible for using the proper records retention practices. The district's e-mail system is a communication system and is not intended to be the primary records retention repository.

- The retention requirement associated with any document is determined by its content, not the method of delivery.
- The responsibility of retaining an internally created and distributed document (or message) most often falls on the author – not the recipients.

- Employees who receive messages from outside the district are responsible for proper records retention of those messages.
- E-mail that has been requested in a subpoena or public information request must be retained until the request has been addressed, even if the retention period has expired.

The content and function of an e-mail message determines the retention period for that message. All e-mail sent or received by an agency is considered a state record. Therefore, all e-mail messages must be retained or disposed of according to the agency's retention schedule. E-mail systems must meet the retention requirements found in Texas Administrative Code 6.94(e). E-mail generally falls into several common record series categories. These are:

1. **Administrative Correspondence. 1.1.007** – Incoming/outgoing and internal correspondence, in any format pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of any agency and the administrative regulations, policies and standards that govern them. Subject to archival review. **Retention: 3 years.**
2. **General Correspondence. 1.1.008** – Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency. **Retention: 1 year.**
3. **Transitory Information. 1.1.057** – Records of temporary usefulness that are not as integral part of a records series of an agency, that are not regularly filed within as agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples of transitory information are routine messages such as internal meeting notices, routine slips, incoming letters that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction. **Retention: After the purpose of record has been fulfilled.**

E-MAIL RETENTION

EMPLOYEE USE OF SOCIAL MEDIA AND PERSONAL ELECTRONIC COMMUNICATION DEVICES

Social Media: Employees shall not use scheduled work time to engage in social media activity that is not job related. Employees may not use District resources to access personal social media platforms of students or other staff members.

Employees shall limit use of personal electronic communication

devices to send or receive calls, text messages, picture messages, or video messages to breaks, meal times, and before/after scheduled work hours unless there is an emergency or use is authorized by a supervisor to conduct District business.

USE OF SOCIAL MEDIA

Platforms for social media include:

- Social networking such as Facebook, MySpace, Bebo, and Friendster
- Video and photo sharing websites such as Flickr, and YouTube
- Micro blogging such as Twitter
- Weblogs, including personal blogs or blogs hosted by traditional media publications
- Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups
- On-line encyclopedias such as Wikipedia
- Any other websites that allow individual users or companies to simple publishing tools.

When authorized to discuss GCCISD or GCCISD-related matters, employees are required to identify themselves, the campus or department they are representing, and state their job assignment. Employees may not publish confidential information on social media sites. Employees are personally responsible for the content they publish on blogs, wikis, or any other form of user-generated media.

Employees using social media platforms on personal time are reminded that postings and blogs are open to all internet users, including students and parents. The posting of obscene, defamatory, threatening, harassing, discriminatory, or hateful material by an employee may damage the employee's reputation or future work status in the District.

Campuses and Departments may request the use of social media such as Twitter accounts for conveying District information.

USE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

Employees shall limit use of personal electronic communication devices to send or receive calls, texts messages, picture messages, or video messages to breaks, meals times, and before and after scheduled work hours unless there is an emergency or use is authorized by a supervisor. An emergency is defined as a circumstance that is threatening to one's life or safety which warrants immediate action.

Personal electronic communication devices include:

- Cell phones and talk-to-talk phones
- PDA's such as Blackberries and iPhones
- Pagers
- Netbooks

Employees shall not use personal electronic communications

devices to give the impression that they are representing, giving opinions, or otherwise making statements on behalf of GCCISD unless appropriately authorized to do so.

Employees responsible for the supervision and instruction of students may not use personal electronic communication devices for communication with students except in the case of a medical or safety emergency and/or school-sponsored activities supervised or sponsored by the employee.

While operating District-owned vehicles or power equipment, employees may not use personal electronic communication devices.

CONNECTING TO THE DISTRICT NETWORK WITH PERSONAL DEVICES

Connecting to the District's network with personal technology devices, such as laptops and tablets is allowed only for educational purposes and with the Principal and or Supervisor's approval. The district's technology staff will not be allowed to work on personal equipment.

Using broadband Internet service or any other ability to connect to the Internet outside of the district's internet filtering or wide area network is prohibited. Teachers and staff must use the district's visitor wireless network and abide by all guidelines included in this handbook.

SENSITIVE INFORMATION CONTROL WITH REMOVABLE DEVICES

Employees will not download, save, copy, or export any sensitive information out of any GCCISD computer system unless it is completely necessary and with the Principal or immediate supervisors' approval. Sensitive information will not be e-mailed or saved to portable storage devices such as cd/dvd, floppy disk, portable flash drives, etc. Sensitive information on a district laptop must be encrypted to prevent information theft. It is the user's responsibility to immediately notify the district's technology department if any sensitive information is lost or stolen.

NETWORKED COMMUNICATION SYSTEMS

Networked communication systems such as Instant Messaging, Online Chat, Video Conferencing, Web-exing, are real-time network communication systems, and are primarily available for instructional and administrative purposes. Information shared using these systems should be transitory in nature, as documented under E-Mail Retention Transitory Information 1.1.057.

V. USE OF DISTRICT TELEPHONE SERVICE

CALLS RECEIVED BY THE CAMPUS FRONT OFFICE

Calls to the building will be routed through the front/main office except during an individual teacher's lunch, his/her conference period, and before/after school. The only exception to the above will be family emergencies. Personal phone calls should be accepted ONLY during the teacher's non-class time and must be kept to a minimum.

Long-distance service is available on office telephones; however, it should be utilized in a prudent manner. All long-distance calls should be logged on district forms.