



**COLDSPRING-OAKHURST CISD
EMPLOYEE HANDBOOK
2010 - 2011**

COLDSPRING-OAKHURST C.I.S.D. MISSION FOR STUDENT SUCCESS

Mission

The COCISD community is committed to ensuring learning for all and equipping our students for success in life.

District Goals and Objectives

Policies AF

- Provide salary, benefits, staff development, and working conditions conducive to recruiting and retaining a highly qualified, ethnically diverse staff.
- Strengthen all academic curricula and continue to ensure full and equal access for all students to all advanced academic and elective classes, as well as, extra-curricular and co-curricular activities.
- Support District goals and objectives by a budget process that provides adequate resources for current needs and incorporates strategies for long-term financial planning.
- Achieve a rating above academically acceptable on all campuses and meet No Child Left Behind standards while preparing all students for post secondary education.
- Exhibit continuous student performance improvement as measured by the state's accountability system and other indicators of success.
- Provide a safe, secure, and orderly environment at all school District facilities and District-sponsored events, for students, staff, parents and patrons of the COCISD, and make emergency preparedness a high priority.

Board of Trustees

Policies BA, BB series ,BD series, and BE series

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

The board of trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Trustees are elected each May by position and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the District.

Current board members include:

President-Fred Taylor
Vice-President-Pat Johnson
Secretary-Dale Richards
Berlin Bradford
Tony Sewell
David Swanson
Luke Sweeney

Trustees usually meet on the fourth Tuesday evening of each month at 6:30 PM in the high school cafetorium. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District web site and at the administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Board meeting schedule for August 2010-July 2011

August 24, 2010	6:30PM	February 22, 2011	6:30PM
September 28, 2010	6:30PM	March 22, 2011	6:30PM
October 26, 2010	6:30PM	April 26, 2011	6:30PM
November 16, 2010	6:30PM	May 24, 2011	6:30PM
December 14, 2010	6:30PM	June 28, 2011	6:30PM
January 18, 2011	6:30PM	July 26, 2011	6:30PM

School Calendar-

The school calendar may be viewed at the District website at **<http://www.cocisd.org>**.

Coldspring-Oakhurst Consolidated Independent School District (COCISD) does not discriminate on the basis of race, religion, color, national origin, sex, or handicapping condition in providing education services; this includes Title IX and Section 504 of the Rehabilitation Act.

**COLDSRING-OAKHURST
CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

14210 Highway 150 West, Coldspring, Texas 77331
(936) 653-1115 X Fax (936) 653-2197

“WHATEVER IT TAKES, WE EDUCATE!”

August 1, 2010

Dear Coldspring-Oakhurst CISD Employee:

This “Employee Handbook” has been prepared to assist you in understanding the District’s policies, procedures, and benefits for employees of the Coldspring-Oakhurst Consolidated Independent School District.

We encourage you to carefully study this handbook. It summarizes the various benefits as well as employee procedures. Please direct your questions and/or requests for additional information to our administrative staff.

We are excited about the upcoming 2010-2011 school year and pleased that you are a member of our Coldspring-Oakhurst CISD staff. On behalf of the board of trustees, we welcome you and look forward to a dynamic, productive, and rewarding school year.

LaTonya M. Goffney
Superintendent of Schools

TABLE OF CONTENTS

Central District Office, Principals, and Education Directors	1
Support Services	2
Introduction	3
General Procedures	4
Bad Weather Closing	4
District Communications	4
Emergencies.....	4
Identification Requirements.....	4
Purchasing Procedures.....	4
Building Use	5
Name and Address Changes	5
Personnel Records.....	5
Transportation of Student by Staff Members	5
Cell Phone Usage	5
Report for Work.....	5
District’s Facility Standards	6
Student Issues	8
Equal Education Opportunities	8
Student Records	8
Parent and Student Complaints.....	8
Administering Medication to Students	9
Dietary Supplements.....	9
Psychotropic Drugs.....	9
Student Conduct and Discipline	9
Student Attendance	9
Bullying	10
Hazing.....	11
Employment	12
Equal Employment Opportunity	12
Job Vacancy Announcements	12
Employment After Retirement.....	12
Contract and Non Contract Employment	13
Contracts- Professional Staff	13
Probationary Contracts- Professional Staff.....	13
Term and Continuing Contracts.....	13
Non-certified Professional and Administrative Employees.....	13
Paraprofessional and Auxiliary Employees	13
Searches and Alcohol and Drug Testing.....	13
Health Safety Training.....	14
Reassignment and Transfers	14
Workload and Work Schedules	15
Reassignment- Supplemental Duties	15

Notification of Parents Regarding Qualifications.....	15
Outside Employment and Tutoring.....	16
Performance Evaluation.....	16
Employee Recognition and Appreciation.....	16
Employee Involvement.....	16
Staff Development.....	16
Employment Policies.....	17
Employee Conduct and Welfare.....	18
Standards of Conduct.....	18
Code of Ethics and Standard Practices for Texas Educators.....	18
Discrimination, Harassment, and Retaliation.....	20
Harassment of Students.....	20
Alcohol- and Drug- Abuse Prevention.....	20
Reporting Suspected Child Abuse.....	21
Staff Members as Role Models.....	21
Dress and Grooming Code.....	22
Fraud and Financial Impropriety.....	22
Conflict of Interest.....	23
Gifts and Favors.....	23
Associations and Political Activities.....	23
Safety.....	23
Tobacco Use.....	24
Criminal History Background Checks.....	24
Employee Arrests and Convictions.....	25
Possession of Firearms and Weapons.....	26
Visitors in the Workplace.....	26
Copyright Materials.....	26
Computer Use and Data Management.....	26
Asbestos Management Plan.....	30
Pest Control Treatment.....	30
Use of District Property.....	30
Investigation Responsibilities.....	31
Whistleblowers Protection.....	31
Drug Free School Requirement.....	31
Termination of Employment.....	32
Resignation.....	32
Dismissal or Non Renewal of Professional Employees.....	32
Dismissal or Non Renewal of Contract Employees.....	32
Dismissal of Non Contract Employees.....	33
Exit Interview.....	33
Reports to State Board for Educator Certification.....	33
Reports Concerning Court- Orders Withholding.....	33
Hearing Procedures.....	34
Leave and Absences.....	34

State and Local Leave-All Employees.....	34
Personal Leave- Nondiscretionary & Discretionary	34
Reporting Absence from Duty	35
State Sick Leave.....	35
Local Sick Leave	35
Temporary Disability Leave	36
Family and Medical Leave (FML).....	36
Workers Compensation Benefits and Leave.....	38
Workers Compensation- Employee Rights.....	38
Assault Leave.....	38
Jury Duty.....	38
Leave and TRS Service Years	39
Mandatory Court Appearances	39
Military Leave.....	39
Processing Leave	39
Neutral Absence Control Policy	40
Complaints & Grievance Procedures	40
Freedom from Retaliation	40
Complaints against Supervisors.....	41
Compensation and Benefits.....	45
Salaries, Wages, and Stipends	46
Credit of Higher Degrees	46
Annualized Compensation	46
Overtime Compensation	46
Promotion.....	47
Substitute Salary Schedule.....	47
Employee Travel Reimbursement.....	48
Non-Work Days.....	48
Paid Vacation- At-Will Staff	48
Holidays - At-Will Staff.....	48
Holidays - Professional Staff	48
Employee Benefits and Awards	48
Pay Periods - All Staff Members	48
Direct Deposit for Payroll.....	48
Summary of Insurance Programs.....	49
Transfers for Staff Members' Children.....	49
Teacher and Paraprofessional of the Year	49
Support Services Employee of the Year	49
Service Pin Awards.....	49
Workers' Compensation	49
Teacher Retirement System of Texas	50
Continuing Professional Education Assistance	50
Required Professional Training	50
Benefit Program.....	51

Required Payroll Deductions	51
Optional Benefit Deductions	51
District Provided Term Life Insurance	51
Health Insurance	52
Supplemental Insurance Benefits.....	52
Dental Insurance	52
Vision Insurance	53
Disability Insurance	53
Life Insurance	53
Cancer Insurance.....	53
Cafeteria Plan-Section 125	53
Tax Sheltered Annuities.....	54
Teacher Retirement.....	54
Medicare	55
457 Retirement Plan.....	55
COBRA Insurance	55
Worker’s Compensation Benefits.....	56
Unemployment Compensation Insurance.....	56
Sample Paycheck Calculation.....	57
Call for Assistance (Insurance).....	58
2010-2011 Teacher Compensation Plan	59
Employee Contract Calendar	60
Pay Date Calendar	61
Family/Medical Leave Act Employee Request for Leave Form	62
District 2010-2011 School Calendar	63
Acknowledgment of Receipt	64
Confidentiality Form	65

COCISD CENTRAL OFFICE

14210 Highway 150 West, Coldspring, Texas 77331
(936) 653-1115 Fax (936) 653-2197

LaTonya M. Goffney, Superintendent

<http://www.cocisd.org>

CENTRAL ADMINISTRATION

SUPERINTENDENT

LaTonya M. Goffney

Cindy Elliott, Superintendent Secretary
14210 State Highway 150 West
Coldspring, TX 77331
(936) 653-1114 Fax (936) 653-2197

ASSISTANT SUPERINTENDENT

Dr. Bill Chapman

14210 State Highway 150 West
Coldspring, TX 77331
(936) 653-1102 Fax (936) 653-2197

BUSINESS DEPARTMENT

Adam Jenke, Business Manager
District's Record Retention Officer
District's Safety and Loss Control Officer
14210 State Highway 150 West
Coldspring, TX 77331
(936) 653-1105 Fax (936) 653-3031

SPECIAL PROGRAMS DIRECTOR

Donna Thompson

14210 State Highway 150 West
Coldspring, TX 77331
(936) 653-1102 Fax (936) 653-2197

SPECIAL EDUCATION SERVICES

Shannon Wallace

14210 State Highway 150 West
Coldspring, TX 77331
(936) 653-1179 Fax (936) 653-2197

CAMPUSES

COLDSRING-OAKHURST HIGH SCHOOL

Greg Solberg, Principal
Myra Richardson, Assistant Principal
14100 State Highway 150 West
Coldspring, TX 77331
(936)653-1141 Fax (936) 653-3689

LINCOLN JUNIOR HIGH SCHOOL

Penny Spivey, Principal
Johnny Walker, Assistant Principal
13605 State Highway 156
Coldspring, TX 77331
(936) 653-1167 Fax (936) 653-3688

COLDSRING INTERMEDIATE SCHOOL

Vikki Curry, Principal
James Shumake, Assistant Principal
1510 State Highway 150
Coldspring, TX 77331
(936) 653-1151 Fax (936) 653-3689

STREET ELEMENTARY SCHOOL

Dr. Elizabeth Jarvis, Principal
James Shumake, Assistant Principal
125 Jones Avenue
Coldspring, TX 77331
(936) 653-1187 Fax (936) 653-3690

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)

Carolyn Jefferson, Principal
125 FM 1514
Coldspring, TX 77331
(936) 653-1104 Fax (936) 653-3600

SUPPORT SERVICES

COCISD POLICE DEPARTMENT

Roosevelt Joseph, Chief
District's Emergency Management Co-Coordinator
121 Commercial Avenue
Coldspring, TX 77331
(936) 653-1136 Fax (936) 653-8125

TRANSPORTATION

Steve Cronin, Director
District's Emergency Management Co-Coordinator
201 Jones Avenue
Coldspring, TX 77331
(936) 653-1194 Fax (936) 653-2503

MAINTENANCE/CUSTODIAL

Johnny Washington, Director
125 FM 1514
Coldspring, TX 77331
(936) 653-1170 Fax (936) 653-3457

TECHNOLOGY

Ginger Jenke, Director
125 FM 1514
Coldspring, TX 77331
(936) 653-1119 Fax (936) 653-2116

CHILD NUTRITION

Dinah Redden, Director
125 FM 1514
Coldspring, TX 77331
(936) 653-1108 Fax (936) 653-2527

ATHLETICS

Bryan Barbay, Director
14100 State Highway 150
Coldspring, TX 77331
(936) 653-1123 Fax (936) 653-3465

All shipments to the District must be delivered to address below and have a purchase order included:

Coldspring-Oakhurst CISD
Attention: Warehouse Mgr
936-653-1171
125 FM 1514
Coldspring, TX 77331

INTRODUCTION

This “Employee Handbook” has been prepared to provide information that will help with questions and pave the way for a successful year. This handbook will assist you in understanding the District’s policies, procedures, and benefits for employees of the Coldspring-Oakhurst Consolidated Independent School District. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the personnel department.

Contents of this handbook are based upon the current status of federal and state statute and regulations, as well as school District policy. The policies and procedures stated in this handbook are based upon current law and policy at the time of printing of the handbook and are subject to change at the discretion of the school District. From time to time, the District will provide updated information concerning changes in policies and procedures. In the event of any conflict between the provisions of this handbook and the policies of the school District, the policies of the school District will control over the provisions of this handbook.

This handbook is neither a contract nor a substitute for the official District policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Pending final interpretation of the effects of legislative action, certain items in this handbook may also change. Policy updates will be available on the District’s website, www.cocisd.org.

For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. A policy manual is located in the District’s superintendent’s office and is available for employee review during normal working hours.

Our District’s administrative staff encourages you to carefully study this handbook. It summarizes the various benefits as well as employee procedures. Please direct your questions and/or requests for additional information to our administrative staff.

We are pleased that you have decided to join our Coldspring-Oakhurst CISD staff for the 2010-2011 school year. On behalf of the board of trustees, we welcome you and look forward to a dynamic, productive, and rewarding school year.

The Coldspring-Oakhurst Consolidated Independent School District (COCISD) does not discriminate on the basis of age, race, religion, color, national origin, sex, military status, genetic information, or on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of the Americans with Disabilities Act, interested persons should contact their school principal or the District’s superintendent. Coldspring-Oakhurst CISD is an equal opportunity employer.

GENERAL PROCEDURES

BAD WEATHER CLOSING

Policy CKC

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice the District's website and notify the following radio and television stations:

KTHT Radio	97.1 FM	Cleveland/ Houston
KETX Radio	1440 AM, 92 FM	Livingston
KSAM Radio	101.7 FM	Huntsville
KSBJ Radio	89.3	Humble
KPRC TV	Channel 2	Houston
KBTX TV	Channel 3	Bryan
KHOU TV	Channel 11	Houston
KTRK TV	Channel 13	Houston
<u>www.click2houston.com</u>		
<u>www.abc13.com</u>		

DISTRICT COMMUNICATIONS

Throughout the school year, the Central Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

EMERGENCIES

Policies CKC, CKD

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

IDENTIFICATION REQUIREMENTS

All staff and auxiliary personnel employed by Coldspring-Oakhurst CISD are required to have and prominently display a photo identification card furnished by the District while on school property conducting District business, unless doing so would be a safety hazard.

PURCHASING PROCEDURES

Policy CH

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

BUILDING USE

Policy GKD

The campus principal or program director is responsible for scheduling the use of facilities during and after school hours. Contact the supervisor to obtain instructions for requesting facility use through the SCHOOL DUDE link on the District website at <http://www.cocisd.org>.

NAME AND ADDRESS CHANGES

It is important that employment records be kept up to date. Employees must notify the Business Office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Business Office or through the Employee Access link on the District website at <http://www.cocisd.org>.

PERSONNEL RECORDS

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

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

The choice to not allow public access to this information may be made at any time by submitting the Request for Confidentiality Form to the Business Office. New or terminating employees have 14 days after hire or termination to submit the request. Otherwise, personal information will be released to the public. The decision by the employee not to allow public access to this information cannot be honored after the receipt by the school District of an appropriate request for this information.

TRANSPORTATION OF STUDENTS BY STAFF MEMBERS

Teachers and staff members shall not transport students without prior written administrative authorization. Teachers' or staff members' personal auto insurance is the primary carrier in case of accident or injury.

If a student is at school and requires a ride home at the end of the day, the student's parents shall be contacted. If the parents cannot be reached, the emergency numbers listed on the student's enrollment card shall be contacted.

CELL PHONE USAGE DURING WORKDAY

Use of cell phones are prohibited during classroom instruction time. Faculty and staff may use their cell phones during conference periods and off-duty lunch times.

REPORTING FOR WORK

Staff members are expected to report to work punctually. At-will, hourly employees shall not clock in early or late without the express permission of their supervisor. It is prohibited for another employee to clock in or clock out for another employee. (See individual department procedures or school handbooks for specific directions.)

Staff members shall not conduct private business or leave their assigned work location during their assigned work hours. With the knowledge and permission of the supervisor, the staff member may check-out to take care of private business. Upon returning to duty, the staff member will inform the appropriate person that he/she has returned to work.

DISTRICT'S FACILITY STANDARDS

1. No candles
2. No potpourri
3. No pesticide
4. No Lysol, aerosol air freshener, or plug-ins
5. No extension cords plugged up in your classrooms or office
6. No surge protectors plugged into another surge protector
7. No electrical cords to equipment or surge protectors missing the grounding prong. This is the 3rd or round prong on an electrical cord. If prong is missing an out-of-service tag needs to be attached to the plug and a work order should be sent to Maintenance. The cord should not be used until it is fixed.
8. No cords pulled across the floor or under tables where they can cause a tripping hazard
9. No floor lamps or decorative lighting in classrooms
10. No refrigerators, hot plates, crock pots, or microwaves in classrooms or offices. Exceptions are made for teacher's break room, vocational or extracurricular area (ag, band, athletics, building trades), science store room, nurse's office, kitchen, & life skills.
11. No lighter fluid, safe heat (chafing dish fuel), gasoline, lacquer thinner, etc. in classrooms or shops unless stored in flammable storage cabinets
12. No space heaters in any District facility
13. Nothing, in front of, or blocking breaker boxes. This includes those in classrooms, janitor closets, electrical closets, etc.
14. No tape; including adhesive dots, stripes, etc. are to be used on floors, tile or carpet.
15. No area rugs or carpet pieces allowed.
16. No more than 20% of walls or ceilings covered.
17. No covering on fire rated doors
18. No boxes on floor
19. Nothing in front of fire extinguishers

20. MSDS books on all campuses and should include MSDS sheets on all liquids, powders, creams, lotions, medicines, etc. A copy of the annually updated MSDS books should be in your campus nurse's office, campus office, and a copy sent to the Superintendent.
21. No personal trash in dumpsters.
22. Halls are for fire exits and should not be cluttered with furniture & displays.
23. All items placed on the wall must be laminated.
24. Any food projects made in class must be sent home the same day.
25. Art work may be displayed 1 week.
26. Thematic Units must be temporarily displayed.
27. Keep the tops of items such as file cabinets and bookshelves free of excessive material in order to dust.
28. Floor plans of rooms should be designed in a manner so that the teacher has a clear view of all students at any given time.
29. Do not cover the window of your classroom doors.
30. Curtains & other cloth fabrics should be washed every 3 months.
31. No cleaning products allowed in the classrooms.
32. Any food items stored in the rooms must be stored out of view in cabinets or in an opaque storage container.
33. No items should be suspended from the ceiling extending closer than 6 ½ ft. from floor.
34. Stuffed animals may be used for teaching purposes only. Stuffed animals for decorative purposes only are not permitted.
35. No live plants, potting soil, bark, moss, mulch, etc. in rooms.
36. If you must hang items on your cabinets, use yellow ticky-tack only. Wax adhesive products or hot glue should not be used.
37. No thumbtacks, staples, nails, screws, etc. on walls, doors, marker boards or chalkboards.
38. Laminated paper on door displays must be removed after 90 days of display.
39. Hallway displays must be attached to the wooden strips.
40. Bulletin boards, marker boards, chalkboards and cabinets are standard in classrooms and should remain as they are now.

- 41. All classroom doors must remain locked at all times from hall or exterior access.
- 42. No pets/animals in building without prior written authorization from the Superintendent.

STUDENT ISSUES

EQUAL EDUCATIONAL OPPORTUNITIES

Policy FB

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

Questions or concerns about discrimination of students based on sex, including sexual harassment should be directed to the Superintendent, District Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the Director of Special Education, the District ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

STUDENT RECORDS

Policy FL

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

- Parents married, separated, or divorced unless parental rights have been legally limited or terminated and the school District has been given a certified copy of the court order so limiting or terminating parental rights to such records.
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

PARENT AND STUDENT COMPLAINTS

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

ADMINISTERING MEDICATION TO STUDENTS

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

DIETARY SUPPLEMENTS

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

PSYCHOTROPIC DRUGS

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

STUDENT CONDUCT AND DISCIPLINE

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

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

STUDENT ATTENDANCE

Policy FEB

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

BULLYING

Policy FFI

All employees are required to report student complaints of bullying to the campus principal or District administrator. The District's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below: This policy addresses bullying of District students. For provisions regarding discrimination, harassment, and retaliation involving District students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited: The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

Definition: Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples: Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Timely Reporting: Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures: Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.

Notice of Report: Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee.

Investigation of Report: If a report is made orally, the campus principal or designee shall reduce the report to written form.

The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy instead.

The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Conclusion of Report: Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation.

The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee.

District Action: If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District's Student Code of Conduct. [For information on student transfers due to bullying, see FDB.]

The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy.

Confidentiality: To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal: A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.

Record Retention: Retention of records shall be in accordance with CPC (LOCAL).

Access to Policy: Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

HAZING

Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

Policies DAA, DIA

The Coldspring-Oakhurst CISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the criteria listed above should contact, LaTonya M. Goffney, Superintendent.

JOB VACANCY ANNOUNCEMENTS

Policy DC

Announcements of job vacancies by position and location are posted on the District's Web site.

EMPLOYMENT AFTER RETIREMENT

- Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

CONTRACT AND NON CONTRACT EMPLOYMENT

Policies DC series

CONTRACTS - PROFESSIONAL STAFF

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

PROBATIONARY CONTRACTS - PROFESSIONAL STAFF

Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment. Former employees who are hired after at least a two-year lapse in District employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three (3) school years (i.e. three (3) one year contracts) with an optional fourth (4th) school year if the Board of Trustees determines it is doubtful whether a term or continuing contract should be given.

TERM AND CONTINUING CONTRACTS

Full-time professionals employed in positions requiring certification and nurses will be employed by term or continuing after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed on line or copies will be provided on request.

NONCERTIFIED PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES

Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

PARAPROFESSIONAL AND AUXILIARY EMPLOYEES

All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

SEARCHES AND ALCOHOL AND DRUG TESTING

Policy DHE

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, District's technology network or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. **Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places.** In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or work sites or used in District business.

Employees required to have a commercial driver’s license. Any employee who is required to have a commercial driver’s license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate motorized equipment or vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees required to have a CDL who are subject to alcohol and drug testing will receive a copy of the District’s policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Transportation or Director of Special Services.

HEALTH SAFETY TRAINING

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification in first aid and cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to the District nurse by September 30th.

REASSIGNMENT AND TRANSFERS

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (Local).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee’s supervisor. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the superintendent and must be approved by the receiving supervisor.

WORKLOAD AND WORK SCHEDULES

Policies DEA, DL

Professional employees. Professional and administrative employees are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students one day a week when no other personnel are available.

Paraprofessional and auxiliary employees. Instructional Aides will work an eight-hour day. Campus principals will assign hours based on one of three schedules: 7 a.m.–3:45 p.m.; 7:15 a.m.–4 p.m.; or 7:30 a.m.–4:15 p.m. IAs are entitled to a lunch period of at least 30 minutes and one 15-minute break. It is at the discretion of the campus principal whether or not this 15-minute break can be combined with the employee’s lunch break for a 45-minute lunch period. However, this 15-minute break can not be subdivided for multiple breaks throughout the day.

Support employees employed at-will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

REASSIGNMENT - SUPPLEMENTAL DUTIES

Policy DK

Assigned supplemental duties, for which supplemental pay is received, may be modified or discontinued by the District at any time. An employee who wishes to relinquish a paid supplemental duty may do so only with the consent of the superintendent or designee. Paid supplemental duties are not a part of the District’s contractual obligation to the employee and an employee shall hold no expectation of any continuing assignment to any paid supplemental duty.

NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS

Policies DK, DBA

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

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

Employees who have questions about their certification status can call the Superintendent’s Office.

OUTSIDE EMPLOYMENT AND TUTORING

Policy DBD

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

PERFORMANCE EVALUATION

Policies DN series

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Performance evaluation is based on employees' assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, walk-throughs, and memoranda may also be used to document performance information. All employees who are evaluated will receive a copy of their written evaluation, participate in performance conference with their supervisor, and have the opportunity to respond to the evaluation.

EMPLOYEE RECOGNITION AND APPRECIATION

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include an annual retirement reception for current year retirees.

EMPLOYEE INVOLVEMENT

Policies BQA, BQB

At both the campus and District levels, Coldspring-Oakhurst CISD offers opportunities for involvement in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on District- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Central Office.

STAFF DEVELOPMENT

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

EMPLOYMENT POLICIES

FOR TERM CONTRACT EMPLOYEES

Education Code 21.204(d) requires Districts to provide each professional employee who is on a term contract with a copy of his or her contract and a copy of the District's Employment policies." Copies of policies can be obtained from the District's website at www.cocisd.org , go to links for District policies.

Policy Code	Policy Title
DAA	Equal Employment Opportunity
DBAA	Criminal history and credit reports
DBD	Conflict of Interest
DC series	Employment Practices
DEA series*	Salaries and Wages
DEAA	Incentives and Stipends
DEC series	Leaves and Absences
DFAC	Return to Probationary Status
DFB series*	Termination of Term Contracts
DFD	Hearings Before Hearing Examiner
DFE	Resignation
DFF	Reduction in Force
DG	Employee rights and privileges
DGBA	Employee Complaints
DH	Employee Standards of Conduct
DHE	Searches and drug/alcohol testing
DI	Employee Welfare
DIA	Freedom from discrimination, harassment and retaliation
DK	Assignments and Schedules
DN series	Performance Appraisal

EMPLOYEE CONDUCT AND WELFARE

STANDARDS OF CONDUCT

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All District employee should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident.

The *Code of Ethics and Standard Practices for Texas Educators*, adopted by the State Board for Educator Certification, which all District employees must adhere to, is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school District or educational institution.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or

advantage.

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

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

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

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

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized

drugs in the presence of the educator.

DISCRIMINATION, HARASSMENT, AND RETALIATION

Policies DH, DIA

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

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

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found on the District web site.

HARASSMENT OF STUDENTS

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concern to the campus principal or other appropriate District official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting suspected child abuse for additional information.

The District's policy that includes definitions and procedures for reporting and investigating harassment of student can be found on the District web site.

ALCOHOL- AND DRUG-ABUSE PREVENTION

Policies DH, DI

Coldspring-Oakhurst CISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours, after-hour school functions, or other school related activities may be dismissed. The District's policy on drug abuse and drug-free schools follows:

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law including but not limited to depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs
- An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

REPORTING SUSPECTED CHILD ABUSE

Policy DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and also includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

CHILD SEXUAL ABUSE

The District has established a plan for addressing child sexual abuse, which may be accessed in the campus counselor's office. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow these procedures in reporting suspected child abuse.

STAFF MEMBERS AS ROLE MODELS

Policy DH

Staff members serve as role models for students and are expected to represent a positive influence. No staff member shall engage in behavior on the job that holds the potential for severely damaging or destroying the professional and personal trust required for a cooperative working relationship. Employees with access to confidential information are expected to maintain that confidentiality. Violation of confidentiality issues by employees could be cause for disciplinary action. By example, but in no way as a limiting factor, such behavior shall include profanity, displays of vulgarity, sexual misconduct, sexual harassment, possession, use or being under the influence of alcohol or a controlled substance, and alteration of records.

DRESS AND GROOMING CODE

Policy DH

The dress and grooming of District employees shall be professional, clean, neat, in a manner appropriate for their assignment, and in accordance with any additional standards established by their supervisors and approved by the superintendent. Employees of the COCISD will maintain personal dress and hygiene standards commensurate with employment assignments and job performance requirements. Department directors will address specific assignments where daily tasks and employee safety concerns may create employee dress requirements that vary from the general employee standards of dress. These may include but are not limited to maintenance, custodial, child nutrition, and transportation. General Employee guidelines for dress and appearance will include:

- Male employees shall wear slacks or “Dockers” type that are neat and clean.
- Shorts or windpants worn by employees will be considered appropriate when the assignment is in the gym or on the athletic field. **When in the main buildings or classrooms, or when involved in duties not in the gym or on the field, shorts or windpants are considered inappropriate.**
- Male employees are encouraged to wear shirts with a collar and a neck tie.
- Male employees will not wear earrings- Females may wear no more that two(2) earrings in each ear. Employees may not wear body or mouth ornaments.
- Hair (including facial hair) should be neat, clean, and well groomed.
- Female employees are encouraged to wear dresses, skirts, slacks, or mid calf dress capris. The minimum length of dresses or skirts must be at or about knee length.
- Employee may not wear halter-tops, see-through clothing, low cut tops, tank tops, muscle shirts, strapless garments or clothing with spaghetti straps. Employee’s clothing may not be tight or revealing. (No cleavage, midrifts, or undergarments are to be visible.)
- **Employees must keep tattoos covered at all times while at school and school related activities.**
- House shoes, shower type shoes, or flip-flops are not permissible.
- **T-shirts are not considered professional dress and are not allowed.**

In general, employee dress should be moderate and express employment in a public school. Employees should set themselves apart from students by their choice of clothing.

SPIRIT DAY DRESS GUIDELINES

Trojan Spirit Day will be on Fridays during the school year and is designed to promote pride in Coldspring-Oakhurst CISD in all areas of achievement. Spirit Day should not be interpreted as a casual dress day. Employees may wear jeans if the following guidelines are followed:

- A District-specified collared shirt which exemplifies school spirit and Trojan pride are the only shirts allowed.
- Jeans, which are clean, neat, and in good condition (no holes nor frayed).

FRAUD AND FINANCIAL IMPROPRIETY

Policy CAA

All employees should act with integrity and diligence in duties involving the District’s financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes the following:

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- 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 propriety information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the District
- Accepting or seeking anything of material value for personal gain 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

CONFLICT OF INTEREST

Policy DBD

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge or assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Nonschool employment

GIFTS AND FAVORS

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

ASSOCIATIONS AND POLITICAL ACTIVITIES

Policy DGA

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

SAFETY

Policy CK series

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

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact the District's Safety and Loss Control Officer.

TOBACCO USE

Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products on all District-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking while inside the vehicle. Employees should not have the tobacco product on their person or in possible view of students. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

CRIMINAL HISTORY BACKGROUND CHECKS

Policy DBAA

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

Decision Matrix for Criminal History Checks

1. Is the offense a non-reviewable offense?
 - a. If *yes*, then the individual cannot be considered.
 - b. If *no*, then go to **Question #2**

Non-reviewable offenses include, but are not limited to:

- Criminal Homicide
- Murder
- Capital Murder
- Kidnapping and False Imprisonment
- Kidnapping
- Aggravated Kidnapping
- Public Lewdness
- Indecency with a Child
- Prohibited Sexual Conduct
- Sexual Assault
- Aggravated Sexual Assault (Rape)
- Injury to a Child
- Abandoning or Endangering a Child
- Sale or Purchase of a child
- Arson
- Robbery
- Aggravated Robbery
- Prostitution
- Obscenity
- Violation of the Texas Controlled Substance Act (except possession of two or less ounces of marijuana)

Persons whose job assignments require handling District funds:

- Theft
- Fraud
- Computer Crimes
- Insurance Fraud
- Perjury and other Falsifications

2. Is the offense a felony?
 - a. If *yes*, go to **Question #3**.
 - b. If *no*, a misdemeanor, go to **Question #5**.

3. Is the offense a Felony of the 1st Degree?
 - a. If *yes*, then the individual cannot be considered.
 - b. If *no*, then go to **Question #4**.

4. Did the felony occur 10 or more years ago?
 - a. If *yes*, then the individual is eligible for consideration
 - b. If *no*, then the individual cannot be considered.

5. Was the misdemeanor either a Class A or Class B?
 - a. If *yes*, go to **Questions #6**.
 - b. If *no*, go to **Question #7**.

6. Did the offense take place 5 or more years ago?
 - a. If *yes*, the individual is eligible for consideration.
 - b. If *no*, the individual cannot be considered.

7. Did the Class C misdemeanor involve Moral Turpitude? (Moral turpitude involves any element of dishonesty, fraud, deceit, deliberate violence, misrepresentation, or contrary to good morals.)
 - a. If *yes*, go to **Question #8**.
 - b. If *no*, the individual is eligible for consideration.

8. Did the offense take place 5 or more years ago?
 - a. If *yes*, the individual is eligible for consideration.
 - b. If *no*, the individual cannot be considered.

9. Does the Criminal History report show that one or more criminal charges were “withdrawn?”

If so, it is recommended that a letter be sent to the individual requesting the employee to explain the circumstances of the arrest and the charge in writing and to provide the District with a certified copy of the court paperwork showing the final disposition of that matter.

10. Is the offense disposition missing for one or more of the charges shown on the report?

If so, it is recommended that a letter be sent to the employee requesting that the employee explain the circumstances for the charge in writing and provide a certified copy of the court paperwork showing the final disposition of the charge.

EMPLOYEE ARRESTS AND CONVICTIONS

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest, or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of 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 on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty; fraud; deceit; theft; misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Acts constituting public intoxication, operating a motor vehicle while under the influence or alcohol, or disorderly conduct, if any two or more acts are committed within any 12- month period ;
- Acts constituting abuse under the Texas Family Code.

POSSESSION OF FIREARMS AND WEAPONS

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. Tools necessary for an employee to perform his job are permitted. To ensure the safety of all persons, employees who observe or suspect a violation of the District’s weapons policy should report it to their supervisors or call the District Police Department immediately.

VISITORS IN THE WORKPLACE

Policy GKC

All visitors are expected to enter any District facility through the main entrance and required to use the District’s check in procedure at the building’s main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office and contact the administrator in charge.

COPYRIGHTED MATERIALS

Policy EFE

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videos are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

COMPUTER USE AND DATA MANAGEMENT

Policy CQ

The Superintendent and Director of Technology shall oversee the District’s electronic communications system and work with the Education Service Center Region VI and TEA network staff, as appropriate.

Access to the District’s electronic communications systems, including the Internet and District telephone system, is primarily for administrative and instructional purposes. Limited personal use of the systems is permitted if it:

- Imposes no tangible cost to the District
- Does not unduly burden the District’s computer or network resources
- Has no adverse effect on job performance or on a student’s academic performance

Each employee is required to read and sign the “Acceptable Use of Technology” form at the beginning of each school year.

E-Mail

E-mail is a District service provided by public funds. It is for instructional, administrative, and limited personal use. Sending jokes, chain letters, etc. via e-mail is considered as an inappropriate use of District equipment.

E-mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time by designated District staff to ensure appropriate use.

The e-mail system is filtered for both content and “junk mail”.

E-mail is a public document and can become part of a legal process.

Employees must check their e-mail transmissions at least once per school day.

Building administrators should approve an e-mail distributed to an entire campus staff.

Revealing personal addresses or phone numbers of others is prohibited.

E-mail should be professional in nature, to the point, and signed.

Use good judgment in forwarding any e-mail. Ensure that privacy considerations are taken into account.

Use proper e-mail etiquette as described below.

E-Mail Etiquette

System users are expected to observe the e-mail etiquette listed below.

- Be polite; messages typed in capital letters are the equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient’s system or may be in a format unreadable by the recipient.

Social Networking (MySpace, Facebook, etc.)

School faculty and staff are expected to behave honorably in both real and virtual (online) spaces.

Activities which are improper, unethical, illegal, or which cause undue discomfort for students, employees, parents, or other members of the school community should be judiciously avoided in both physical space and cyberspace.

Guidelines for Use of Social Networks by School faculty and Staff

1. Exercise appropriate discretion when using social networks for personal communications (friends, colleagues, parents, former students, etc.)
2. Accept social network friend requests only with alumni over the age of 18. Recognize that many former students have online connections with current students, and that information shared between school adults and former students is likely to be seen by current students as well.
3. Remind all other members of your network of your position as an educator whose profile may be

accessed by current or former students, and to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friends' sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.

4. Faculty who use social networks should do so using their own name, not a pseudonym or nickname.

User Responsibility

- All computer workstations should be turned off at the end of each workday.
- Printing of documents should be limited to one copy. Additional copies for classroom or staff training can be made on District copiers.
- Sites accessible via the Network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Although the District will attempt to limit access to objectionable material by using filtering software, controlling all materials on the Network/Internet is impossible. A user must not knowingly attempt to access inappropriate material. If a user accidentally reaches such material, they must immediately back out of the area on the Internet. The user must then notify the Technology Department of the site address so that it can be removed from accessibility through the filtering software.
- The District's technology department provides technical support. If an employee is in need of technical assistance, they should contact the District's Department of Technology.

Inappropriate Use of School Computers

- Using the system for any illegal purpose including, but not limited to: hacking, transmission or downloading of pornography, fraud, and participation in terrorist activity or purchasing illegal substances.
- Accessing or borrowing someone's account with or without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- Accessing the COCISD network with personal computer equipment.
- Using the network in any way that restricts bandwidth that is not school related. (e.g., music, games, etc.)
- Use of proxies is strictly prohibited.
- Accessing chat rooms and other instant messaging services.
- Creation of or posting of web pages that are commercial in nature.
- Creating or posting viruses or other destructive programs.
- Adding or removing computer files or software.
- Streaming music/video not related to a class project or other approved activity.
- Unauthorized disclosure, use and dissemination of personal information regarding students and employees.
- All other inappropriate uses as deemed by school officials.

Consequences of Violations

Employees and students who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary or legal action. District

administrators will make the final determination as to what constitutes inappropriate use. Employees with questions about computer use and data management can contact the Director of Technology.

Computer Software

It is the practice of the District to respect all computer software copyrights and to adhere to the terms of all software licenses to which the District is a party. The Director of Technology is charged with the responsibility of enforcing these guidelines.

District employees, students, and volunteers may not duplicate any licensed software or related documentation for use either on the District's premises or elsewhere unless the Department of Technology is authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject the employee and/or the school District to both civil and criminal penalties under the United States Copyright Act.

All computer software on District equipment must be installed by the Department of Technology or designee. Software acquisition channels are restricted to ensure that the school District has a complete record of all software that has been purchased for District computers and can register, support, and upgrade the software. Software on District computers must be approved by the Director of Curriculum and the Department of Technology.

Web Authoring

The District and each campus have an authorized web site. Students, District employees, and community members are strictly prohibited from authoring a private website which represents itself as the official site for the District. District employees, trustees, and members of the public are not permitted to publish personal web pages using District resources.

Teachers and other instructional personnel are strongly encouraged to develop professional web pages in coordination with the Director of Technology or designee. Web pages should be used to enhance flow of information from the campuses to the students and parents.

Electronic Records Retention Requirements

Electronic records are the information that is maintained in electronic format in a computer for and the product of computer processing. This includes any information produced by e-mail, instant messaging, text messages, etc. These procedures apply to any electronic mail messages created, received, retained, used, or disposed of using the COCISD's electronic mail system. COCISD's approved retention schedule lists the record series that are created and the retention period for each series. It is the content and function of an e-mail or other electronic message that determines the retention period for that message. All electronic messages sent or received by COCISD are considered a COCISD record. Therefore, all electronic messages, including e-mail, must be retained or disposed of according to the COCISD's retention schedule. Electronic messages usually, but not always, fall into the Correspondence and Internal Memoranda record series.

COCISD will electronically archive all email sent to cocisd.org accounts.

Disclaimer

The Computer Use and Data Management Guidelines apply to all computers owned by COCISD. The District makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its negligence or user errors or omissions.

The District is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. The District will cooperate fully with local, state, or federal officials on any investigation concerning or relating to misuse of the District's electronic communications

ASBESTOS MANAGEMENT PLAN

Policy CKA

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the District's management plan is kept in the Maintenance Director's office and is available for inspection during normal business hours.

PEST CONTROL TREATMENT

Policies DI,CLB

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the District's IPM Coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program.

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located on entry doors to administration areas or at the campus administration offices. Pest control information sheets are available from IPM Coordinator upon request.

USE OF DISTRICT PROPERTY

Policies, CI

Questions are often asked regarding staff members' personal use of District property and the disposal of outdated and unusable District property. So that no one will unknowingly violate the law, it is important that you be aware of the following explanation.

As governmental employees, certain obligations are placed on public school staff members that employees in the private sector do not experience concerning the use of District owned property. Personal use of District property is prohibited. The superintendent may grant exceptions.

Coldspring-Oakhurst CISD staff members are not authorized to give away discarded or obsolete equipment or materials. Such items must be either sold at auction or disposed of as approved in accordance with Board Policy CI (LEGAL). Any other means of disposing of District property is prohibited.

Cafeteria food overages may not be given to staff members; scrap lumber or other materials may not be given to staff members; and District vehicles may not be used for personal business.

Staff members may not conduct personal business for profit during working hours, nor may they use District supplies or equipment to advance the cause of their personal business. Improper use or disposal of District property, even that property which may be obsolete or unusable, can be grounds for termination.

INVESTIGATION RESPONSIBILITIES

The District accountant shall have the primary responsibility for the investigation of all suspected fraudulent acts as defined in this policy. Any employee who suspects dishonest or fraudulent activity

shall notify the District's Business Office at 936-653-1105. An employee shall not attempt to personally conduct investigations and shall not contact the suspected individual in an effort to determine facts or demand restitution.

Upon completion of its investigation, the District accountant shall submit a report detailing its findings to the Superintendent, the Board President, and to other administrators, as appropriate. The District accountant's report may contain a recommendation to refer the matter to the appropriate law enforcement and/or regulatory agencies for independent investigation. The decision to make any such referral shall be made by the Superintendent in conjunction with legal counsel.

WHISTLEBLOWER PROTECTION

Policy DG

The Board or its agents shall not suspend or terminate the employment of, or take other adverse personnel action against, an employee who in good faith reports a violation of law by the District or another public employee to an appropriate law enforcement authority.

A "report" is made to an "appropriate law enforcement authority" if the authority is a part of a state or local government entity or the federal government that the employee in good faith believes is authorized to:

1. Regulate under or enforce the law alleged to be violated in the report; or
2. Investigate or prosecute a violation of criminal law.

Gov't Code 554.002

A supervisor who suspends or terminates the employment of or takes an adverse personnel action against an employee for reporting a violation of law shall be subject to civil penalties.

Gov't Code 554.008

DRUG-FREE SCHOOL REQUIREMENT

Policy DI

The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies at DH and DHE]

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. (This notice complies with notice requirements imposed by the federal Drug Free Schools and Communities Act Amendments of 1989 {20 U.S.C. 3224 A and 34 CFR 86.201}.)

TERMINATION OF EMPLOYMENT

RESIGNATION

Policy DFE

Contract employees: Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. If the written resignation is submitted after the penalty free resignation date established by law, acceptance is contingent on finding a suitable replacement. Resignations effective during the school year may be accepted by the Superintendent or submitted to the Board of Trustees in order to

pursue sanctions allowed by law.

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to the State Board for Educator Certification.

Non-contract employees: Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the Superintendent at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

A staff member choosing to be released from his/her position shall submit a resignation in writing. It is essential that the resignation be received in the pay period in which the resignation occurs since the final paycheck will involve all monies owed to a classified staff member. 10 month employees and auxiliary employees who have completed their annual contractual or work obligations to the District and do not take a payoff, are permitted to remain in the District's group health insurance program through August of that year. There will not be an administrative fee charged to these employees, as would be the policy for continuation of coverage under the COBRA law.

DISMISSAL OR NONRENEWAL OF PROFESSIONAL EMPLOYEES

Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF

Employees on probationary and term contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Information on the time lines and procedures can be found in the DF policies that are provided to employees or in the policy manuals located on each campus and at the administration office. The Board of Trustees may terminate contracts with staff members during the term of the contract for one or more of the reasons listed in DFBB.

DISMISSAL OR NON RENEWAL OF CONTRACT EMPLOYEES

Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF

Employees on probationary and term contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or in the policy manuals located at campus principal's offices and superintendent's office.

DISMISSAL OF NON CONTRACT EMPLOYEES

Policy DCD

Non-contract employees are employed at will and may be dismissed without notice, a description of

the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (See *Complaints and grievances*)

EXIT INTERVIEW

Policy DC

An exit interview should be scheduled for all employees leaving the District. All staff members leaving the District shall meet with the human resources coordinator to review opportunities for continuation of insurance and retirement benefits. Employees leaving are asked to provide the District with a forwarding address, phone number, and a questionnaire that provides the District with feedback on their employment experience. All District keys, books, property, and equipment must be returned upon separation from employment. The District may withhold the cost of any items not returned from the final paycheck.

REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

Policy DF

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

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

REPORTS CONCERNING COURT-ORDERS WITHHOLDING

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

HEARING PROCEDURES

Policy DFBB

When the board president receives a timely request for a hearing on a proposed non-renewal, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set. Refer to Board Policy DFBB (LOCAL) and (LEGAL) for actual procedures for a hearing. The District's policy that includes definitions and procedures for reporting and investigating harassment can be found on the District web site.

LEAVE AND ABSENCES

STATE AND LOCAL LEAVE - ALL EMPLOYEES

Policy DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the Business Office for counseling about leave options, continuation of benefits, and communicating with the District.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the FML Act will be paid by the District as they were when they were working. Otherwise, the District does not make benefit contributions for employees who are on unpaid leave.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than five days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness—the employee's fitness to return to work.

Personal and local sick leave is earned on a ½ day basis. Leave is available for the employee's use as earned. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

PERSONAL LEAVE

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually with no limit on accumulation and no restrictions on transfer among Districts and is generally transferable to education service centers. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck. There are two types of personal leave: nondiscretionary and discretionary

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

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request two days in advance of the anticipated absence to his or her principal or supervisor. Prior approval must be obtained from the principal or department director.

Personal leave shall not be used immediately proceeding or following a school holiday, days scheduled for end of the semester or end-of-year exams, days scheduled for TAKS tests, or professional or staff development days or during the first or last week of school. Should the employee believe the leave is necessary and merited, the request must be approved by the

Superintendent one week in advance.

The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

REPORTING ABSENCE FROM DUTY

Policy DEC

Recognizing that it is necessary from time to time for a staff member to be away from work, the District provides the following types of leave for all Coldspring-Oakhurst CISD full-time staff members. Full-time is defined as those who work a minimum of 30 hours per week.

All persons who are absent for any reason are to register their absence with the District's attendance system (AESOP) and notify the principal or director as early as possible. Lesson plans shall be submitted by all teachers when absent.

Staff members requiring a substitute shall report their absences to their building principals who will notify the substitute service secretary of their needs.

STATE SICK LEAVE

Previously accumulated state sick leave is available for use and may be transferred to other school Districts in Texas. Sick leave can be used only in ½ day increments except when coordinated with FMLA taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck. State Sick leave may be used for the following reasons only:

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

LOCAL LEAVE

The District will provide three days local sick leave for all regularly scheduled employees. Local sick leave shall accrue within the year at the rate of one-half day for each 31-work days of employment in the school year until the maximum of three days for the year has been reached.

These three local days will be requested under previously established guidelines for sick leave. No personal days are included in the local days. Unused personal and sick leave day shall accumulate and will be available for the employee to use in subsequent years while the staff member is employed at Coldspring-Oakhurst CISD. Local sick leave is not transferable to other school Districts.

TEMPORARY DISABILITY LEAVE

Policy DEC

Certified employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave.

Non-certified employees or certified employees who work in a position that **does not require** certification are ineligible for Temporary Disability Leave.

The purpose of temporary disability leave is to provide job protection to full-time educators who

cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken in one continuous block of time. It may not be taken intermittently or on a reduced schedule. It can run concurrently with provisions under the Family and Medical Leave Act (*see FML below*).

An employee may request to be placed on temporary disability leave or be placed involuntarily on leave.

The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the employee's supervisor should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

FML ACT (FML)

Eligibility. Employees who have been employed by the District for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for FMLA. Eligible employees can take up to 12 weeks of unpaid leave each year.

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition
- A qualifying exigency resulting from active military service of a spouse, child or parent

A husband and wife who are both employed by the District are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child; or to care for a covered military service member.

Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active military duty and deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is

undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the service member became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

Continuation of benefits and job restoration: Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Use of paid leave: FML runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The District will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Intermittent leave: In some circumstances, employees may take FML in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

Requests of FML: When the need for FML is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their supervisor as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work
- Certification of the need for family military leave

Employees requiring FML should contact the Business Manager or Payroll/Benefit Coordinator for details on eligibility, requirements, and limitations. Family/ Medical Leave Request Forms may be obtained at Central Administration or by calling Payroll/ Benefits department at (936) 653-1113 or on the District's web site at <http://www.cocisd.org>.

WORKER'S COMPENSATION BENEFITS AND LEAVE

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of

paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

WORKERS COMPENSATION-EMPLOYEE RIGHTS

Coldspring-Oakhurst Consolidated Independent School District has workers' compensation insurance coverage to protect you in the event of work-related injury or illness. Notices to employees concerning workers' compensation in Texas are placed throughout the District. Employees have the right of choosing their own medical care.

Coldspring-Oakhurst CISD recommends that any employee who sustains an on-the job injury should be referred to their immediate supervisor or school nurse to complete an injury report.

The injured employee's supervisor is responsible for coordinating the transportation to and from the doctor's office and for completing and filing an Employee's First Report of Injury Report with the business office. This report must be filed on the same day the injury occurs.

ASSAULT LEAVE (Senate Bill 1, Sec. 22.003b)

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non responsible for purposes of criminal liability. An employee of a school District who is physically assaulted during the performance of the employee's regular duties is entitled to the number of days of leave necessary to recuperate from all physical injuries sustained as a result of the assault. At the request of an employee, the school District must immediately assign an employee assault leave and, on investigation of the claim, may change the assault leave status and charge the leave against the employee's accrued personal leave or against the employee's pay if insufficient accrued personal leave is available. Days of leave taken under Section 22.003b may not be deducted from accrued personal leave. The period provided by Section 22.003b may not extend more than two years beyond the date of the assault. Notwithstanding any other law, assault leave policy benefits due to an employee shall be coordinated with temporary income benefits due from workers' compensation, so that the employee's total compensation from temporary income benefits and assault leave policy benefits equals 100 percent of the employee's weekly rate of pay. 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 FMLA.

JURY DUTY

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

LEAVE AND TRS SERVICE YEARS

Ninety work days of a TRS eligible year must be served to constitute a year for TEA purposes and for the staff member to receive credit for a year of experience.

MANDATORY COURT APPEARANCES

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for

court appearances.

MILITARY LEAVE

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1- September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Re-employment after military leave. Employees who leave the District to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be re-employed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for re-employment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for re-employment to the Superintendent's Office. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law.

Continuation of health insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 18 months. Employees should contact the payroll/benefits coordinator for details on eligibility, requirements, and limitations.

PROCESSING LEAVE

The campuses must submit an Absence from Duty Form for all absent employees including educational workshops and training. Educational workshops required by employer are for record information only and are not processed as sick/docking purposes. Upon returning to work, the staff member can sign the absent from duty if the form is still at the employee's workplace. For any forms already forwarded to the payroll department, contact the Payroll/Benefits Coordinator.

1. Staff member submits a signed absence from duty form.
2. Absence from duty form processed by building principal/department director through personnel office.
3. Absence information sent to payroll office.
4. Any questions about leave may be answered by the superintendent.

NEUTRAL ABSENCE CONTROL POLICY

When an employee has exhausted all available leave and fails to return to work within a period of time stated in Board policy, the District shall notify the employee in writing of its intent to deny restoration to employment. The denial of restoration to employment shall be without consideration of whether the leave was due to personal injury, an on-the-job injury or illness, or other medical condition, and will uniformly applied in order to prevent grievous economic injury to District operations.

COMPLAINTS & GRIEVANCE PROCEDURES

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest

administrative level possible, the board has adopted an orderly process. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the District's policy concerning the process of bringing complaints and grievances is reprinted as follows and on the District's website at <http://www.cocisd.org>.

Guiding Principles

Informal Process: The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Direct Communication with Board Members: Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Formal Process: If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Notice to Employees: The District shall inform employees of this policy.

Freedom for Retaliation: Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Whistleblower complaints: Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

Complaints against Supervisors: Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaints alleging a violation of law by the Superintendent may be made directly to the Board or designee.

Complaints: In this policy, the terms "complaint" and "grievance" shall have the same meaning. This policy shall apply to all employee complaints, except as provided below.

Exceptions: This policy shall not apply to:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIA]

2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIA]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIA]
4. Complaints concerning instructional materials. [See EFA]
5. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
6. Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. [See DFBB]
7. Complaints arising from the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term. [See DFAA, DFBA, or DFCA, respectively]

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Response: At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days: “Days” shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

Representative: “Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints: Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

Untimely Filings: All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice,

starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred: Each party shall pay its own costs incurred in the course of the complaint.

Complaint Form: Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be resubmitted with all the required information if resubmitted within the designated time for filing a complaint.

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two complaint. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in an open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

COMPENSATION AND BENEFITS

Salaries

Set by the Board of Trustees annually
(Adopted [compensation plan](#) is posted on District website.)

Supplemental Pay

See supplemental pay

Teacher Retirement

6.40% Employee Contribution
.65% Employee Contribution to TRS Care to Retired Teachers Insurance
6.58% state contribution
.55% TRS Care Contribution to Retired Teachers Insurance

Employer's Contribution toward Employees' State and District Health Plans

\$ 250.00 District contribution toward employee's group health insurance
\$ 5.00 District contribution toward employee's life insurance
\$ 1.50 District monthly fee paid for 403(b) plan participants

Annual Leave-(Available after September 1)

State - 5 personal days, accrued per school year
Local - 3 sick leave days accrued per school year

Tax-sheltered Annuities

Chapter 125 Flexible Benefits Plan

Support Staff

Librarians, nurses, counselors, psychologists, diagnosticians, speech therapists, resource teachers, ESL, bilingual, reading and math coaches, clerical, and instructional aides

Supportive Community

Active support organizations
Parent volunteers
Booster clubs
Community education classes

Supportive Administration

Focused on Instruction
Team approach
Open communication
"Placing students first" perspective

District Publications

Board policy (www.cocisd.org), management guidelines, staff handbooks, District calendar, various bulletins, and campus newsletter.

SALARY INFORMATION

SALARIES, WAGES, AND STIPENDS

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation.)

Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Employees should contact the District business office for more information about the District's compensation plan or their own pay.

CREDIT OF HIGHER DEGREES

Teachers with a master's degree will receive \$500. Employee must provide adequate documentation showing any advanced degrees.

ANNUALIZED COMPENSATION

Policy DEA

The District pays all employees over 12 months regardless of the number of months employed during the contract/school year. Employees will be paid in equal monthly payments, beginning with the first pay period of the contract, workday calendar, or school year. An employee who separates from service before the last day of instruction or retires under TRS, will receive in his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the contract, workday calendar, or school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of their contract, workday calendar, or school year. (See Professional and Para-Professional/Auxiliary Staff Calendars.)

OVERTIME COMPENSATION

Policy DEA

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

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at **12:00 a.m. Sunday** and

ends at **11:59 p.m. Saturday.**

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

- Employees can accumulate up to 60 hours of compensatory time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits.
- An employee may be required by supervisor to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

NO STAFF MEMBER IS TO WORK OVERTIME UNLESS EXPRESSLY REQUESTED TO DO SO BY HIS/HER SUPERVISOR IN WRITING. THE DISTRICT'S BUDGET INCLUDES A MINIMAL AMOUNT FOR OVERTIME COMPENSATION FOR VARIOUS DEPARTMENTS. DEPARTMENT DIRECTORS AND ADMINISTRATORS MAY REQUIRE COMPENSTORY TIME OFF IN LIEU OF PAID OVERTIME DUE TO DISTRICT'S BUDGET CONSTRAINTS.

Prior to the performance of the work creating the overtime duty, supervisors of nonexempt employees shall inform the employee that the form of compensation shall be compensatory time off or paid amount for overtime.

Paraprofessional staff members and classified personnel shall earn compensated time at one and one-half times their regular time for overtime in excess of 40 hours worked per week.

If overtime is worked in a week in which any paid absence occurs, the staff member shall earn compensated time at a regular rate until he/she has actually worked 40 hours.

PROMOTION

When a paraprofessional staff member is promoted, he/she will be placed on the new pay scale at the appropriate step based on previous experience.

SUBSTITUTE SALARY SCHEDULE

Placement Procedure

The principal or designee shall arrange for substitutes. Staff members requiring a substitute shall report their absences to their building principals who will notify the substitute. Substitutes are provided for teachers, librarians, library aides, nurses, and nurse's aides, as well as for Chapter 1 and Special Education aides, or vocational teachers attending ARD meetings. Substitutes shall be paid for no less than one-half day.

<i>Daily Rates</i>	<i>Half-Day</i>	<i>Regular Sub</i>	<i>Long Term</i>
Certified/Degreed Substitutes	\$40.00	\$80.00	\$100.00
Non-degreed/Uncertified Substitutes	\$30.00	\$60.00	\$80.00
All Substitutes for Paraprofessionals	\$30.00	\$60.00	N/A

Long-Term Substitute- Defined as a substitute that after working ten consecutive days in secession begins long-term status on the eleventh day for the same teacher with full responsibility to plan, deliver, and evaluate student learning.

EMPLOYEE TRAVEL REIMBURSEMENT

Policy DEE

A District employee shall be reimbursed for authorized mileage incurred while performing duties related to the job only if the principal or director approves such travel. Employees shall be reimbursed for other reasonable travel expenditures according to the current schedule adopted by the Board, and subject to IRS regulations. To receive reimbursement for transportation, lodging, and other authorized travel expenses, an employee shall present receipts for actual amounts spent. The District shall pay the actual costs for meals not to exceed \$36.00/day for travel that extend over 10 hours: breakfast - \$6.00; lunch - \$12.00; dinner - \$18.00, or actual cost of formal meals such as banquets and luncheons as approved. The maximum rate per day/per person per day for room is actual costs of lodging, not to exceed \$85.00/day, exclusive of taxes. The District reimbursement for out of District business mileage will be at the state approved reimbursement rate. Before any travel expenses are incurred by an employee, the employee's supervisor and the District central office must give approval.

NON-WORK DAYS

PAID VACATION - AT-WILL STAFF

At-will employees who are full-time and work 240 days or more per year are eligible for a paid vacation. The vacation year shall be calculated from June 1 through May 31 annually. During the first year of employment, employees shall earn a prorated vacation benefit at .833 days per month from date of hire until June 1 at which time the employee is eligible to use the vacation benefit. Vacations will be scheduled subject to the approval of the supervisor and will be scheduled at a time most convenient to the District's needs. Generally, vacations shall be taken during school holidays and during summer recess. Vacation days will be charged in full day increments. Vacation days are not accumulative.

HOLIDAYS - AT-WILL STAFF

At-will employees are eligible for 11 unpaid holidays. The District will establish a calendar each year to determine the 11 unpaid holidays.

HOLIDAYS - PROFESSIONAL STAFF

The number of days available is based on the difference between the number of annual required work days as set by the annual school calendar and the number of contract days per staff member's annual contract.

EMPLOYEE BENEFITS AND AWARDS

PAY PERIODS - ALL STAFF MEMBERS

All staff members will normally receive paychecks on the 15th of each month. If that date falls on a Saturday or Sunday, Friday becomes payday. Paydays falling on a holiday will be processed the last day before the holiday period starts. Questions concerning paychecks should be directed to the payroll office.

Direct deposit is a payroll check alternative offered to all staff members. Please call (936)653-1113 to inquire and/or set up direct deposit. Staff members not enrolled in direct deposit should pick up all payroll checks from the COCISD administration building.

For W-2 purposes, it is important that employee's confirm their mailing addresses. If a payroll check is lost, there is a mandatory fourteen-business day waiting period before reissue can be processed less any stop payment fees. Any questions concerning paychecks should be directed to the payroll office.

Copies of paychecks, paycheck vouchers, and W-2 statements are available to all employees on the District website under the Employee Access Center.

SUMMARY OF INSURANCE PROGRAMS

Coldspring-Oakhurst CISD's benefits program has been expanded and improved over the years. Although no benefits program can cover the total needs of every person, the Coldspring-Oakhurst CISD plan does provide a base of protection, security, and opportunity that staff members can build to suit individual needs. Group health and life insurance programs are available for full-time staff members. For the purposes of insurance coverage, full-time employment is defined as 20 hours per week or more, excluding overtime. Part-time staff members are not eligible for insurance benefits.

A deductible year is September through August for health insurance. The Board shall determine annually the amount of premium it shall contribute for each insurance program made available to staff members. Staff members shall be responsible for any premium amount not covered by the District for the insurance programs they choose.

TRANSFERS FOR STAFF MEMBERS' CHILDREN

Staff members who live outside the District are eligible to enroll their children in Coldspring-Oakhurst CISD schools if they complete a request for a State Approved Transfer by May 1 of each year for the following school year. Staff members who are hired after May 1 may transfer children in for that year by applying for a hardship transfer through the superintendent's office. The District is required to maintain all approved out-of-District transfer forms.

TEACHER AND PARAPROFESSIONAL OF THE YEAR

In April, each campus and department will nominate a teacher and paraprofessional of the year for the District. An outside panel will choose a paraprofessional and teacher of the year. Plaques and recognition will be awarded at the end-of-the-year ceremony.

SUPPORT SERVICES EMPLOYEE OF THE YEAR

In April, for each support service, Maintenance, Transportation, Child Nutrition and Auxiliary will nominate and vote on a staff member of the year. Plaques and recognition will be awarded at the end-of-the-year award ceremony.

SERVICE PIN AWARDS

The District awards Service pins to each staff member as five years of service are completed. Then, at each succeeding five-year interval, another pin is presented. If an employee leaves the District and returns, he/she is eligible as if he/she were continuously employed in the District. For employees other than the professional staff, May 31 is the cut-off date for determining years of service. Each year the personnel office compiles a list of eligible employees, principals, and directors. Directors confirm eligibility for service pins with their staff members and return the list to Personnel in time to prepare the service awards.

WORKERS' COMPENSATION

Workers' Compensation is available for any staff member injured while on duty. Beginning the eighth day, the staff member is compensated up to the maximum weekly amount set by the State.

In order to benefit from Workers' Compensation insurance, it is imperative that the staff member report any and all accidents immediately to their supervisor or supervisor's designee even if no medical attention is sought. An accident report must be completed and signed by the staff member and

the supervisor at the time of the accident and forwarded to the District's payroll office. A copy of the report must be given to the injured employee.

A staff member returning from leave after an accident must submit to the personnel office a doctor's letter stating that the staff member has been released from the doctor's care and that the staff member is 100 percent recovered and able to resume his/her duties assigned in his/her job description. In most cases, a staff member will be permitted to return to work, only if he/she can perform the originally assigned duties. In some cases, the staff member will be eligible for a position change to a less demanding job, depending on the needs of the District. Upon exhausting FMLA absences for the workers compensation injury, the employee can be terminated.

TEACHER RETIREMENT SYSTEM OF TEXAS

All personnel employed on a regular basis for at least one-half time of the normal work schedule are members of the TRS. Substitutes not receiving TRS service retirement benefits that work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. Teacher retirement means more than just an annuity for your retirement years. For more information concerning the benefits of the Teachers Retirement System of Texas, contact the TRS at 1-800-223-8778 or refer to their website at www.trs.state.tx.us.

TRS mails annual statements to the members each September. If a member needs to know his/her balance in TRS during the year, the member must request this in writing from TRS, being sure to include his/her social security number in the letter.

CONTINUING PROFESSIONAL EDUCATION PROGRAM

Certified professional, paraprofessional, and auxiliary employees shall be reimbursed \$25 annually for each hour of college credit earned while employed by the District if such credit is a requirement of an approved degree plan in the field of education. The reimbursement shall not exceed \$600 annually and shall end upon completion of the degree. Contact the Superintendent for program details and deadlines.

REQUIRED PROFESSIONAL TRAINING

Job-specific required certification training and update training for certified professional, paraprofessional, and auxiliary employees must be completed for continued employment. Your supervisor will inform you if your job requires continued or updated training.

BENEFITS PROGRAM

Coldspring-Oakhurst CISD is committed to providing you with a comprehensive benefits program. Our program allows you to customize your benefits package to best suit your needs and the needs of your family.

OPEN ENROLLMENT IS FROM AUGUST 1 – AUGUST 31, 2010 OR DURING THE FIRST 30 DAYS OF EMPLOYMENT FOR THOSE EMPLOYEES HIRED AFTER AUGUST 31, 2010.

(You may not enroll for the new plan year after this date)

You must complete and sign a payroll authorization form in order for any of the aforementioned employee benefits to be payroll deducted, with the exception of Medicare (where applicable) and teacher retirement or 457 deferred compensation plans for substitutes.

REQUIRED PAYROLL DEDUCTIONS

The legally required deductions taken from each check are withholding tax, teacher retirement, 457(if applicable), and Medicare for staff members employed after April 1, 1986. [Board Policy CFEA (LEGAL) and (LOCAL)] Staff members who begin their employment with Coldspring-Oakhurst CISD as of April 1, 1986, are required to contribute 1.45% of their taxable salary to the Medicare program under the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA) P.L. No. 99272. Each staff member is required to have on file in the payroll department the following items:

- § Completed employee's withholding exemption certificate - W-4 form is available from the payroll department or from the personnel office. A W-2 form is sent to each employee in January for income tax reporting.
- § All eligible staff members shall be a member of TRS. A systematic deduction of 7.05% is made each pay period. The 7.05% deduction includes the 6.4% member rate plus the legislatively mandated .65% contribution to the insurance program.

OPTIONAL BENEFIT DEDUCTIONS

As a service to eligible staff members, the District provides the following automatic deductions. Authorization for chosen deductions must be submitted in writing with proper signature to the payroll department.

- § Insurance - Insurance premiums shall be deducted as requested by each staff member.
- § Pretax Benefit Plan - Premium payments for health, dental and cancer insurance, dependent care and unreimbursed medical may be deducted from eligible staff members' salaries BEFORE federal income tax withholding is calculated. Staff members may not change pre-tax benefits unless there is a change in their family status.
- § Tax-sheltered Annuities and Deferred Compensation- Staff members shall select from an approved list of companies offering tax shelter and annuity programs.
- § Professional Dues- Forms will be available in each building from the organization's representative.

Please direct your questions and/or request for additional information to the District's Payroll/Benefits Coordinator at (936)653-1113.

DISTRICT PROVIDED TERM LIFE INSURANCE

Hartford Life Insurance- The District provides employees with \$20,000 term life and \$20,000 Accidental Death/Dismemberment Benefits.

HEALTH INSURANCE

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school health insurance program. The District’s contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees and employees who are not contributing TRS members that are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each summer. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees on the District website. Employees should contact the Payroll Coordinator at (936) 653-1113 for more information.

The District contributes \$250.00 each month toward the cost of TRS-ActiveCare coverage. This includes \$175.00 from the District and \$75.00 from the State.

SUPPLEMENTAL INSURANCE BENEFITS

Policy CRG

At their own expense, employees may enroll in supplemental insurance programs for disability, cancer/dreaded disease, vision, dental, and flexible spending accounts. Premiums for these programs can be paid by payroll deduction. Benefits and claim forms can be obtained from the District’s website at www.cocisd.org. Employees should contact the payroll office for more information.

DENTAL INSURANCE

MetLife Dental Insurance

MetLife will be the dental insurance carrier for the 2010-2011 school year.

	<u>Monthly Premium</u>
Employee Only	31.06
Employee + One	61.12
Employee/Family	88.53

- Coverage includes Preventive (covered 100% no deductible), Basic (covered 80% and subject to deductible) and Major expenses(covered 50% and subject to deductible)
- Orthodontics provided to dependent children and adults. Maximum lifetime benefit is \$1,000.
- Balance Billing available for treatment when a non-contracted dentist is used.

\$50 Deductible per calendar year per covered person, \$150 per family

Maximum benefit per calendar year per Covered Person - \$1,000

Benefits and claim forms can be obtained from the District’s website at www.cocisd.org

VISION INSURANCE

SafeGuard Vision Insurance-One annual (every 12 months) Eye Exam in Network with a \$5.00 co-pay, Eyeglasses (lenses and frames) - \$0 co-pay. Out-of-Network benefits available

	<u>Monthly Premium</u>
Employee Only	8.22
Employee + One	13.16
Employee/Family	21.38

Benefits and claim forms can be obtained from the District's website at www.cocisd.org. Employees should contact the payroll office for more information.

DISABILITY INSURANCE

Fortis-Assurant Disability Insurance Company-Benefits and claim forms can be obtained from the District's website at www.cocisd.org. Employees should contact the payroll office for more information.

LIFE INSURANCE

C.N.A. Hartford Life Insurance- Benefits and claim forms can be obtained from the District's website at www.cocisd.org. Employees should contact the payroll office for more information. It is the employee's responsibility to verify dependent eligibility yearly or upon an eligibility change event.

CANCER INSURANCE

Conseco Health Insurance Company-Benefits –Benefits and claim forms can be obtained from the District's website at www.cocisd.org. Employees should contact the payroll office for more information.

“CAFETERIA” PLAN –SECTION 125 (TAX FREE DOLLARS)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., health disability, dental, vision, cancer and dread disease, dependent care, and unreimbursed medical.) A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the summer open enrollment period.

Example:

Total Gross	\$1,000.00
Cafeteria Plan	<u>-100.00</u>
W/H Gross	\$900.00 (Taxable income at Employee's withholding rate)

There are certain limitations. Generally, after you make your section 125 decisions, you may not change your decision in the middle of the year unless there is a change in your family circumstances as described below.

Qualifying Family Status Changes under Cafeteria Plan (Request for changes must be made within 31 days of the qualifying event).

- Marriage
- Divorce

- Birth or adoption of a child
- Death of spouse or child
- Spouse begins or ends employment
- A change in spouse's employment status or a significant change in the health benefits offered through the spouse's employer (**to be reviewed in each case**).
- Dependent child who is no longer eligible for coverage
- The employee or spouse is on an unpaid leave of absence
- Employee or spouse changes from part-time to full-time employment or vice-versa

You will be required to provide appropriate documents and may be required to provide proof of good health to add dependents.

If you have a change in family status and need to alter your Cafeteria Plan election, you must fill out and submit an Employee Benefit Change Form within 31 days of the qualifying event. The changes requested must be consistent with your change in family status to be qualifying. You may obtain a new election form from your Payroll/Benefits Coordinator. Change forms must be submitted to the Payroll Office and not sent directly to the providers.

TAX SHELTERED ANNUITIES (TSA)

A TSA allows you to exclude current taxable income on all earnings deposited into a retirement annuity up to a specific annual limit.

All TSA vendors not currently active with the District **must** be approved through the adopted plan on file with JEM 403(b) Retirement Savings Region 10 RAMS Program and all 403B tax sheltered annuities must be through one of the TRS approved plans. See www.trs.state.tx.us/403B certification for more information or contact your benefits coordinator.

TEACHER RETIREMENT SYSTEM (TRS)

All personnel employed on a regular basis for at least four and one-half months are members for the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimated of their retirement benefits. The current member's contribution is 6.4 percent of his/her salary to TRS. Contributions on salaries earned from January 1, 1988, and thereafter, are tax sheltered. The State contributes 6.58 percent of the annual salary for TRS members.

A member employed by a public school District also contributes .65 percent of monthly salary to the retirees' health insurance program (TRS Care). The State also contributes .55 percent to the annual salary to the retirees' health insurance program. This payment is not deposited into the member's account and therefore is non-refundable.

Employees who plan to retire under TRS should contact District's Payroll/Benefits Coordinator at (936)653-1113 as soon as possible. Information on the application procedures for TRS benefits are available from TRS at Teachers Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

You may contact TRS directly at their toll free number of 1-800-223-8778 or their website www.trs.state.tx.us.

MEDICARE

All employees hired after March 1986 must pay a 1.45 percent federally mandated Medicare contribution, which is matched by the employer. This is calculated as follows:

Gross Pay - Cafeteria Plan = Medicare Salary * 1.45% = Medicare Contribution

457 RETIREMENT PLAN

Part-time, seasonal, and temporary employees who are not retirees of the Texas Teacher Retirement System are required to participate in the District's 457 Retirement Plan.

COBRA INSURANCE COVERAGE- CONTINUATION OF BENEFITS

Continuation of Medical and Dental coverage is available through the District under COBRA if health insurance coverage is lost due to one of the following qualifying events:

1. **Employee's Termination of Employment, or Reduction in Hours**
If you terminate employment or have your hours reduced to less than 32 hours week, you may continue coverage for up to 18 months. This continuation of coverage provision also applies to your spouse and eligible dependents. You pay the full cost of coverage.
2. **Employee's Divorce, Legal Separation, or Death**
If your spouse's coverage for medical and dental ends due to your death, divorce or separation, or they no longer meet the plan's eligibility requirements, they may continue coverage for up to 36 months. The full cost of the coverage is paid by the dependents.
3. **Dependent's Ineligibility**
If your dependent's coverage for medical and dental ends due to your death, divorce or separation, or they no longer meet the plans eligibility requirements, they may continue coverage up to 36 months. The full cost of the coverage is paid by the dependents.
4. **Information on Continuation of Coverage**
If you leave employment, have a reduction in hours, or the employee dies, the District will send COBRA information. If coverage ends for any other reason, you and your dependents must notify the District.

Upon receipt of COBRA information, you have 60 days from the date of notification or end of coverage date, whichever is greater; to elect coverage and return completed forms to Coldspring-Oakhurst CISD at the address provided. You payments are due in the payroll office by the first of the month.

5. **Termination of Coverage under COBRA will result if:**
 - The District terminates the plans for all employees.
 - The participant does not pay premiums.
 - Participant becomes employed and covered under another group plan, subject to pre-existing conditions of that plan.
 - Participant becomes enrolled in Medicare.
 - Participant remarries and becomes eligible under another group plan without a pre-existing condition.
6. **Conversion Rights**
Participant may convert to individual policies on group health coverage when the COBRA time limits are reached. Please refer to provider material for conversion rights prior to termination of your COBRA benefits.

7. **Extension of COBRA Benefits**

Qualified beneficiaries who are determined to be disabled (for Social Security purposes) at the time of termination or reduction in hours may have continuation coverage extended from 18 months to 29 months. Premiums for the 19th through 29th months would be set at 150% or the applicable group rate. Also, if a secondary event occurs during the original 18-month period, coverage may be extended to 36 months from the original event date.

WORKERS COMPENSATION BENEFITS

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has workers compensation coverage from TASB Risk Management Fund, effective 09/01/2007.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Workers' compensation benefits for information on use of paid leave for such absences.

UNEMPLOYMENT COMPENSATION INSURANCE

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employee with questions about unemployment benefits should contact District's Payroll/Benefits Coordinator at (936)653-1113.

HOW YOUR PAY CHECK IS CALCULATED

It is the responsibility of the employee to review his or her paycheck and check stub to determine that the amount of pay and all deductions are accurate and to notify the District's business office in a timely fashion if they believe an error or omission has occurred. Any funds paid in error to the employee should be reported by the employee and must be repaid to the District promptly.

GROSS PAY: Annual salary is calculated for the individual's workdays and paid over the employment year in equal monthly payments. For example, employees starting in August will receive 12 paychecks with the first check starting on September 15, 2009 and the final check paid on August 14, 2010. Monthly payroll checks are calculated as follows:

GROSS PAY

- *Teacher Retirement 6.4% of Gross
- Tax Sheltered Annuities as scheduled
- Cafeteria Plan qualified benefits
- = **Withholding Gross** Federal W/H is calculated here
- *Withholding Tax determined by W-4 on file
- = **Medicare Salary** = Gross Salary - Cafeteria Plan;
- *.0145 x Medicare salary amount = Medicare deduction
- *Teacher Retirement Insurance (TRS Care) .65% of Gross Pay
- Credit Union Amount determined by employee
- Other insurance/professional dues, etc.

EQUALS (=) NET PAY

* STARRED ITEMS ARE MANDATORY DEDUCTIONS

	<u>EXAMPLE</u>
Gross Pay	\$1,800.00
- Teacher Retirement	(115.20)
- Tax Sheltered Annuity	(100.00)
- Cafeteria Plan	<u>(51.00)</u>
W/H Gross	\$1,533.80
- Federal Withholding Tax	(150.00)
- TRS Insurance	(9.96)
- Medicare (1800.00-51.00)	(25.37) (Medicare Salary = 1749.00)
- Credit Union	(50.00)
- Misc. Insur/prof. Fees	<u>(25.00)</u>
Net Pay	\$1,278.93

Coldspring-Oakhurst CISD will not release paychecks before the designated pay date for any reason therefore, we encourage employees to use direct deposit. In most cases your check will be in your bank and available to you the day before the pay date.

CALL FOR ASSISTANCE

Listed below are other numbers that may be of help to you in answering your questions. Should you need additional assistance, please contact the District's payroll/benefits coordinator at the business office. The District's website www.cocisd.org can also assist with helpful links to our benefit providers.

	Phone Number	Web site
Medical Coverage		
TRS Active Care	866-355-5999	www.trs.state.tx.us/trs-activecare www.bcbstx.com/trs
Dental Coverage		
MetLife Insurance Company	800-275-4638	www.metlife.com/ dental
Vision Coverage		
SafeGuard Vision Service Plan	800-880-1800	www.safeguard.net
Term Life Insurance		
CNA-Hartford Life Group Term Life		groupbenefits.thehartford.com
Term Life Insurance		
Fidelity Life		www.FidelityLife.com
Disability Insurance		
Fortis Benefit Insurance Co.	866-376-9478	www.assurantemployeebenefits.com
Cancer Insurance		
Conseco Variable	800-541-2254	www.conseco.com
Teacher Retirement System		
Members	800-223-8778	
Info Line (7 day a week)	888-877-0123	www.trs.state.tx.us
Flex System-Flexible Spending Accounts		
Total Administrative Services (G407)	800-422-4661	www.tasconline.com
403(B) and 457 Deferred Compensations Plan		
JEM	800-943-9179	www.Region10Rams.org

**Coldspring-Oakhurst CISD
Teacher COMPENSATION PLAN
2010–11**

New Hires:

\$34,900 Starting Pay for 10-Months

Starting salaries for all other new hire teachers will be based upon consideration for experience and area of teaching specialty, up to a maximum base salary of \$49,900 for 30 years.

Continuing Teachers:

**General pay increase with consideration for experience added to 2009–10 salary
up to a maximum base salary of \$49,900 for 10-months**

Incentives:

\$500 for Master's Degree

Additional stipends for teachers who are certified and have teaching assignments in the following areas:

Foreign Language:	\$4,000
Secondary Math:	\$6,000
Secondary Science:	\$6,000

COLDSRING-OAKHURST CISD 2010-2011 SCHOOL YEAR

PROFESSIONAL CALENDAR

POSITION	DAYS/ MONTHS	BEGINNING DAY	ENDING DAY	CONTRACT FINAL PAYDATE
Teachers/Nurse's Aides	187/10	08/11/2010	06/02/2011	08/15/2011
Elementary/Intermediate Counselors	197/10	08/04/2010	06/10/2011	08/15/2011
Diagnosticians/Librarians/Nurses	197/10	08/04/2010	06/10/2011	08/15/2011
Junior High Band Director	197/10	08/04/2010	06/10/2011	08/15/2011
High School Band Director	207/11	08/04/2010	06/24/2011	07/15/2011
Junior High/ High School Counselors	207/11	08/04/2010	06/24/2011	07/15/2011
ROTC/Building Trades Teachers	215/11	07/26/2010	06/27/2011	07/15/2011
Special Education Director	215/11	07/26/2010	06/27/2011	07/15/2011
Asst. Principals	226/12	07/15/2010	07/01/2011	06/15/2011
ROTC-Senior Officer	226/12	07/15/2010	07/01/2011	06/15/2011
Athletic Director	226/12	07/15/2010	07/01/2011	06/15/2011
Agriculture Coordinators	226/12	07/15/2010	07/01/2011	06/15/2011
Superintendent	226/12	07/15/2010	07/01/2011	06/15/2011
Business Manager	226/12	07/15/2010	07/01/2011	06/15/2011
Asst. Superintendent/Special Program Dir.	226/12	07/15/2010	07/01/2011	06/15/2011
District Department Directors	226/12	07/15/2010	07/01/2011	06/15/2011
Principals/Secondary Asst. Principals	226/12	07/15/2010	07/01/2011	06/15/2011

PARA-PROFESSIONAL/AUXILIARY STAFF CALENDAR

Bus Drivers	181/10	08/16/2010	06/02/2011	08/15/2011
Classroom Aides **	187/10	08/11/2010	06/02/2011	08/15/2011
Nurses/Library Aides	187/10	08/11/2010	06/02/2011	08/15/2011
CN Workers/ Managers**	187/10	08/11/2010	06/02/2011	08/15/2011
Custodial-201 Days **	201/10	09/01/2010	08/31/2011	08/15/2011
Attendance Clerk/ Registrar	202/11	08/04/2010	06/17/2011	07/15/2011
Custodial-207 Days **	207/11	08/04/2010	06/24/2011	08/15/2011
PEIMS Coordinator **	226/12	07/15/2010	07/01/2011	06/15/2011
Asst Principal HS Secretary	215/11	07/26/2010	06/27/2011	07/15/2011
Superintendent Secretary	226/12	07/15/2010	07/01/2011	06/15/2011
Administrative Secretary	226/12	07/15/2010	07/01/2011	06/15/2011
District Accounts Payable Coordinator	226/12	07/15/2010	07/01/2011	06/15/2011
Payroll/Benefits Coordinator	226/12	07/15/2010	07/01/2011	06/15/2011
Principals/Directors Secretary	226/12	07/15/2010	07/01/2011	06/15/2011
District Receptionist	226/12	07/15/2010	07/01/2011	06/15/2011
Mechanics/Maintenance/Custodial	260/12	09/01/2010	08/31/2011	08/15/2011

****Workday Calendar for these employees will include varied workdays, summer workdays, and required training days. Calendars for these employees will be provided by their supervisor.**

**COLDSRING-OAKHURST CISD
PAY DATE CALENDAR**

MONTH	ADJUSTMENT PERIOD *	PAY DATE	DIRECT DEPOSIT**
SEPTEMBER	08/01/10-08/28/10	09/15/10	09/14/10
OCTOBER	08/29/10-09/25/10	10/15/10	10/14/10
NOVEMBER	09/26/10 10/30/10	11/15/10	11/12/10
DECEMBER	10/31/10-11/27/10	12/15/10	12/14/10
JANUARY	11/28/10-12/25/10	01/14/11	01/13/11
FEBRUARY	12/26/10-01/29/11	02/15/11	02/04/11
MARCH	01/30/11-02/26/11	03/15/11	03/14/11
APRIL	02/27/11-04/02/11	04/15/11	04/14/11
MAY	04/03/11-04/30/11	05/13/11	05/13/11
JUNE	05/01/11-05/28/11	06/15/11	06/14/11
JULY	05/29/11-06/25/11	07/15/11	07/14/11
AUGUST	06/26/11-07/30/11	08/15/11	08/12/11

*Supplemental, substitute, overtime, and docked payroll worked during the adjustment period will be paid on the designated pay date. Documentation of attendance and time worked is tracked by the District's "time clock" program. All employees are required to use this system the record their work time and attendance.

TRS contract months of 10 and custodial/maintenance/year round auxiliary staff, first payroll check will be 09/15/10 and last check will be 08/15/11.

TRS contract months of 11, first payroll check will be 08/15/10 and last check will be 07/15/11.

TRS contract months of 12, first payroll check will be 07/15/10 and last check will be 06/15/11.

** The direct deposit schedule is only an incentive for those choosing to elect direct deposit. The District is only responsible for making payroll according to the original pay date schedule.

**FAMILY/MEDICAL LEAVE ACT
EMPLOYEE REQUEST FOR LEAVE FORM**

1. Name of Employee (First, Middle initial, Last)	2. Employee's position
3. Reason for Requested Leave. a) <input type="checkbox"/> Birth of a child of the employee and leave to care for such child. b) <input type="checkbox"/> Placement of a child with employee for adoption or foster care. c) <input type="checkbox"/> To care for spouse, child, or parent with a serious health condition. d) <input type="checkbox"/> Because of employee's own serious health condition that makes him/her unable to perform job functions.	
4. If "C" Please check one: <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent	5. If "C" state name and address of relation.
6. Date on which you wish leave to commence.	7. Date of anticipated return to work.
8. Are you requesting leave on a full-time or intermittent basis? <input type="checkbox"/> Full-time <input type="checkbox"/> Intermittent	9. If intermittent, please give schedule.
Employees seeking leave because of reason 3 (c) or 3 (d) above must provide medical certification within 15 days or as soon as practicable. Employees seeking to return to work after a leave because of their own serious illness (reason 3 d) also must provide medical certification of ability to perform job duties before they are allowed to resume work.	
I hereby agree that while I am on leave, I will continue to pay my share of health insurance premiums, unless I elect to discontinue such coverage. I also agree that if I fail to return to work at the end of the leave period, I will reimburse the District the cost of health benefits provided during my leave, unless I fail to return to work because of the continuation, recurrence, or onset of a serious health condition or because of other circumstances beyond my control. If I am unable to return to work because of a serious health condition, I will provide medical certification from the appropriate health care provider stating that I am unable to perform the functions of my position on the date that my leave period expired or that I am needed to care for my spouse/parent/child because he/she has a serious health condition on the date that my leave expired. I understand that I may not be permitted to resume my position with the District until I provide medical certification, as appropriate.	
Employee's Signature	Date

Coldspring-Oakhurst Consolidated Independent School District

P.O. Box 39, Texas 77331

(936) 653-1115

School Calendar 2010-2011

P-Progress Report R-Report Card

JULY 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	[23	24	25	26	27	28
29	30	31				

SEPTEMBER 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	P	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28]	[29	30		

OCTOBER 2010						
S	M	T	W	T	F	S
					1	2
3	R	5	6	7	8	9
10	11	12	13	14	15	16
17	18	P/T	T	T	T	23
24	25	26	27	28	29	30
31						

NOVEMBER 2010						
S	M	T	W	T	F	S
	1	2	3]	[4	5	6
7	R	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2010						
S	M	T	W	T	F	S
			P	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17]	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2011						
S	M	T	W	T	F	S
						1
2	3	[R	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	P	27	28	29
30	31					

FEBRUARY 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15]	[16	17	R	19
20	21	22	23	24	25	26
27	28					

MARCH 2011						
S	M	T	W	T	F	S
		T	T	T	T	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	P	22	23	24	25	26
27	28	29	30	31		

APRIL 2011						
S	M	T	W	T	F	S
					1	2
3	T	T	6	7	8]	9
10	11	[12	R	14	15	16
17	18	19	20	21	22	23
24	T	T	T	T	T	30

MAY 2011						
S	M	T	W	T	F	S
1	W	3	4	5	6	7
8	9	P	11	12	13	14
15	16	T	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2011						
S	M	T	W	T	F	S
			1	2]	W	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	T	T	30		

Professional Development/Student Holidays

August 9-10 (New Teacher Orientation)
 August 11-20
 October 1
 January 3
 February 21
 April 11

Staff and Student Holidays

Labor Day	Sept. 6
Thanksgiving	Nov. 22-26
Christmas	Dec. 20-Dec. 31
MLK	Jan. 17
Spring Break	March 14-18
Good Friday	April 22
Memorial Day	May 30

Early Release

December 17
 June 2

T-Testing Dates
W-Inclement Weather Days
P-Progress Reports
R-Report Cards
 []- Six Week Grading Periods

School Board meetings are held on the 4th Tuesday of each month at 6:30 PM in the C-OCISD High School Cafeteria.

Employee handbook receipt

Name _____ (please print)

Campus/department _____

I hereby acknowledge receipt of the Coldspring-Oakhurst CISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

The electronic format of the employee handbook may be obtained via the District website at [http://www.cocisd.org/Resources/Faculty and Staff](http://www.cocisd.org/Resources/Faculty%20and%20Staff) or the printed version available from my supervisor.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing 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 render obsolete 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 employment relationships are intended by this handbook.

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

Signature

Date

Please sign and date this receipt and forward it to your supervisor.

REQUEST FOR CONFIDENTIALITY

In accordance with Sections 552.024 and 552.117 of the Texas Public Information Act, Texas Government Code, I hereby request that Coldspring-Oakhurst Consolidated Independent School District withhold my home address, home or personal telephone numbers (including personal cellular telephone numbers), social security number, and personal family information from public disclosure under the Texas Public Information Act, Texas Government Code, Section 552.001, *et. seq.*

Printed Name

Signature

Date