Dear Leander ISD Employees,

I am honored and grateful for your commitment to Leander ISD particularly during these strange and unusual times. We walk into this year together, open to innovation, agility, and a mindset to give our students the best public education experience. Renowned for its thoughtful and calibrated approach to excellence, LISD stands committed to success. With your contributions, I believe you are a large part of our story as a testament to transforming the lives of our students.

This Employee Handbook will serve as a guide to keep you, our students, and staff safe and well. Included are key policies, goals, benefits, and expectations.

I genuinely believe that as much as our students are learning, we will likewise. Together. The 2020–21 has the potential to redefine how we connect and engage with our students and families. I envision rewarding events, validating moments, and professional growth happening in untraditional ways. I am humbled by your support, dedication, and enthusiasm for guiding and teaching our next generation of learners, thinkers, and doers. I remain deeply dedicated to building relationships with our LISD community throughout the year, celebrating discoveries. Thank you for choosing to walk through this experience with us.

Sincerely,

Bruce Gearing, Ed.D.
Superintendent of Schools

www.leanderisd.org
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INTRODUCTION

The purpose of this Handbook is to provide information that will help with questions and pave the way for a successful year and to provide information to enable employees to have a clear understanding of their rights and responsibilities. The contents of this Handbook include policy and procedures that govern human resource related matters. It is not intended, nor is it possible, for this Handbook to provide answers to all possible employment situations or all specifics concerning a person's job. If you need additional information, please discuss with your supervisor.

All LISD employees are expected to read, understand and comply with the policies and procedures contained in this Handbook and are subject to all applicable federal and state laws and regulations.

This Handbook is neither a contract nor a substitute for the official LISD Policy Manual (please note the policy manual may not reflect changes from the most recent legislative session) nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to, and a brief explanation of, LISD policies and procedures related to employment. These policies and procedures can change at any time and these changes shall supersede any Handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with Handbook topics, discuss with their supervisor, or call the appropriate LISD office.

Many departments and campuses have created their own handbook to orient new employees to their location. In the event of any conflicting statements between a department/campus handbook and this Handbook, this LISD Employees Handbook will supersede any other handbook.

The Handbook continues to be revised each year. To help you easily view the changes, use the following guide:

- **New policy**
- **Important policy to review every year**
- **Highlighted Text**
- **New language added or changed to a policy**

Nothing in this Handbook is intended to constitute an employment contract or affect the at-will employment status of a staff member. Staff members includes all regular, benefit-eligible employees and not temporary employees or independent contractors.
**DISTRICT INFORMATION**

**LISD OVERVIEW**

Leander ISD is a place where care and concern for every student, parent and partnership is at the heart of everything we do. Our guiding documents — the Leander Way, Learning Model, 10 Ethical Principals and the Graduate Profile — are the foundation of who we are and ensure that we maintain a great learning environment for all students. Another foundational document used by LISD is the Student Learning Behaviors.

LISD began as a one-room log cabin in Bagdad, Texas that served as a school beginning in 1855. In 1899, LISD became an incorporated school district and grew steadily with the consolidation of several surrounding districts. Currently, LISD is a fast-growing school district in Texas with a population of over 40,000 students and continues to be a district of choice for new families. LISD currently has 42 campuses (27 elementary, 9 middle school and 6 high school) in addition to two unique campuses The Leander Extended Opportunity Center (LEO) is an alternative education school for students who are not achieving success in their regular classrooms. New Hope High School provides a small school environment with supportive teachers and a self-paced curriculum.

**VISION AND GOALS**

*Policy AE*

**LISD Vision**

Engage, inspire, achieve for life-long success.

**LISD Goals**

1. Maximize the academic growth for each student
2. Prepare each student for college and career success
3. Inspire the whole child
4. Engage each student in relevant learning
5. Ensure a world-class workforce focused on student achievement
6. Manage district resources effectively.
7. Communicate effectively with our community to build relationships.
BOARD OF TRUSTEES  
*Policies BA, BAA, BRA, BBB, BBE*

Texas law grants the Board of Trustees the power to govern and oversee the management of LISD schools. The Board is the policy-making body within LISD and has overall responsibility for the curriculum, school taxes, annual budget, employment of the Superintendent and other professional employees, 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 LISD to represent the community’s commitment to a strong educational program for LISD’s students. Please see Board Policy BBB LOCAL for details on the method of election. Board members serve without compensation, must be qualified voters, and must reside in LISD.

**LISD Board Members**

- President - Trish Bode  
- Vice President - Aaron Johnson  
- Secretary – Grace S. Barber-Jordan, M.Ed.  
- Member – Gloria Gonzales-Dholakia  
- Member – Elexis Grimes  
- Member - Jim MacKay  
- Member - Pam Waggoner  
- Superintendent- Bruce Gearing , Ed.D.

**BOARD MEETING SCHEDULE**

*Policy BE, BEC, BED*

The LISD Board typically meets on the 1st and 3rd Thursdays of each month at Support Services, 1900 Cougar Country, Cedar Park.

Typically, the first scheduled meeting each month is a Board work session, with the second meeting set aside for action on pending issues. *Agendas* for all board meetings are posted at the LISD Central Office 72 hours prior to each meeting. Additional meetings may be scheduled with 72 hours’ notice. **NOTE:** *The LISD Board of Trustees will usually meet once in the month of December due to the Winter Break. The summer schedule for board meetings may also change, so please check the LISD calendar for details.*

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing human resources matters, employee complaints, security matters, student discipline, real property acquisition, or to consult with attorneys regarding pending litigation.

**EXECUTIVE ADMINISTRATION**

**LISD Superintendent’s Cabinet**

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<td>Matt Bentz, Ed.D.</td>
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<td>Elaine Cogburn</td>
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<td>Chief HR Officer</td>
<td>Karie Lynn McSpadden</td>
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<td>Chief Technology Officer</td>
<td>Jason Miller</td>
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<td>Corey Ryan</td>
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<td>Chief Facilities Officer</td>
<td>Jimmy Disler</td>
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<td>Laurelyn Arterbury, Ed.D.</td>
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<td>Devin Padavil, Ed.D.</td>
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<td>John Graham</td>
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<td>Asst. Supt., Curriculum</td>
<td>Chrysta Carlin</td>
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<td>Jennifer Collins</td>
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### HELPFUL CONTACTS

If employees have questions or concerns that cannot be answered by supervisors or at the campus or department level, they are encouraged to contact the appropriate department as listed below.

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<td>Budget, Finance, Payroll, Travel Requests, Accounts Payable, Accounting, Grants</td>
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<tr>
<td><strong>Child Nutrition Services</strong></td>
<td>512-570-0670  x10670</td>
<td>Student and Special Event Food Service</td>
</tr>
<tr>
<td><strong>Curriculum</strong></td>
<td>512-570-0  x10</td>
<td>Elementary and Secondary Curriculum, Science Materials Center</td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td>512-570-0400  x10400</td>
<td>Attendance Boundaries, Bond Projects, Facilities Construction Information</td>
</tr>
<tr>
<td><strong>Fine Arts</strong></td>
<td>512-570-0160  x10160</td>
<td>Art, Band, Choir, Dance, Theatre Arts</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>512-570-0100  x10100</td>
<td>Employees Handbook, Hiring, Substitutes, Leave, Benefits, Employee Relations, Workers’ Compensation</td>
</tr>
<tr>
<td><strong>Information Technology Services</strong></td>
<td>512-570-0500  x10500</td>
<td>Educational and Business Technology</td>
</tr>
<tr>
<td><strong>Internal Audit</strong></td>
<td>512-570-0409  x10409</td>
<td>Auditing, Risk Assessment, Fraud/Fraud Hotline</td>
</tr>
<tr>
<td><strong>Legal</strong></td>
<td>512-570-0299  x10299</td>
<td>General Counsel, LISD Policy, Records Access (Public Information Requests)</td>
</tr>
<tr>
<td><strong>Pathways and Innovation</strong></td>
<td>512-570-0203  x10203</td>
<td>Advanced Programs, Alternative Learning, College &amp; Career Transition, Gifted &amp; Talented, Counseling &amp; Substance Use Services, World Languages &amp; Bilingual Services</td>
</tr>
<tr>
<td><strong>Plant Services Department</strong></td>
<td>512-570-0638  x10638</td>
<td>Custodial, Grounds, Maintenance, Large item pick-up, Facilities Set-Ups</td>
</tr>
<tr>
<td><strong>Risk Management</strong></td>
<td>512-570-0140  x10140</td>
<td>Safety and Health</td>
</tr>
<tr>
<td><strong>School Improvement</strong></td>
<td>512-570-0237  x10237</td>
<td>Principal Oversight and Support</td>
</tr>
<tr>
<td><strong>School and Community Relations</strong></td>
<td>512-570-0033  x10033</td>
<td>Communications, Volunteers, Governmental Relations, Advertising, Marketing, Trademarking</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td>512-570-0153  x10153</td>
<td>Security</td>
</tr>
<tr>
<td><strong>Special Program Services</strong></td>
<td>512-570-0  x10</td>
<td>Special Education, Medicaid Compliance, Intervention Services</td>
</tr>
<tr>
<td><strong>Early Childhood/State &amp; Federal Programs</strong></td>
<td>512-570-0300  x10300</td>
<td>Early Childhood, State and Federal Compliance</td>
</tr>
<tr>
<td><strong>Student Support Services</strong></td>
<td>512-570-0150  x10150</td>
<td>Student Management, Attendance/Drop Out Prevention, Truancy, Family Services</td>
</tr>
<tr>
<td><strong>Transportation Department</strong></td>
<td>512-570-0700  x10700</td>
<td>Daily and Special Event Bus Service Transportation</td>
</tr>
</tbody>
</table>
### Elementary Campuses

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Phone</th>
<th>Colors/Mascot</th>
<th>Date Opened</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akin</td>
<td>3261 Barley Road Leander, TX 78641</td>
<td>512-570 8000</td>
<td>Electric Blue Aviators</td>
<td>2017</td>
</tr>
<tr>
<td>Bagdad</td>
<td>800 Deer Creek Lane Leander, TX 78641</td>
<td>512-570-5900</td>
<td>Blue and White Bobcats</td>
<td>1999</td>
</tr>
<tr>
<td>Block House Creek</td>
<td>401 Creek Run Drive Leander, TX 78641</td>
<td>512-570-7600</td>
<td>Red and Blue Bears</td>
<td>1987</td>
</tr>
<tr>
<td>Camacho</td>
<td>501 Municipal Drive Leander, TX 78641</td>
<td>512-570-7800</td>
<td>Purple and Silver Cosmos</td>
<td>2015</td>
</tr>
<tr>
<td>Cox</td>
<td>1001 Brushy Creek Road Cedar Park, TX 78613</td>
<td>512-570-6000</td>
<td>Silver and Blue Comets</td>
<td>2001</td>
</tr>
<tr>
<td>Cypress</td>
<td>2900 El Salido Parkway Cedar Park, TX 78613</td>
<td>512-570-5400</td>
<td>Black and Gold Cheetahs</td>
<td>1988</td>
</tr>
<tr>
<td>Deer Creek</td>
<td>2420 Zeppelin Drive Cedar Park, TX 78613</td>
<td>512-570-6300</td>
<td>Forest Green and White Colts</td>
<td>2004</td>
</tr>
<tr>
<td>Faubion</td>
<td>1209 Cypress Creek Road Cedar Park, TX 78613</td>
<td>512-570-7500</td>
<td>Blue and White Panthers</td>
<td>1975</td>
</tr>
<tr>
<td>Giddens</td>
<td>1500 Timberwood Drive Cedar Park, TX 78613</td>
<td>512-570-5600</td>
<td>Red and Black Jaguars</td>
<td>1996</td>
</tr>
<tr>
<td>Grandview Hills</td>
<td>12024 Vista Park Dr. Austin, TX 78726</td>
<td>512-570-6800</td>
<td>Blue, Red, and Silver Eagles</td>
<td>2007</td>
</tr>
<tr>
<td>Knowles</td>
<td>2101 Cougar Drive Cedar Park, TX 78613</td>
<td>512-570-6200</td>
<td>Red, Yellow, and Blue Wranglers</td>
<td>2003</td>
</tr>
<tr>
<td>Larkspur</td>
<td>425 Rusk Bluff Avenue Leander, TX 78641</td>
<td>512-570-8100</td>
<td>Royal Blue and Yellow Lightning</td>
<td>2019</td>
</tr>
<tr>
<td>Laura Bush</td>
<td>12600 Country Trails Lane Austin, TX 78732</td>
<td>512-570-6100</td>
<td>Red, White, Blue Stars</td>
<td>2002</td>
</tr>
<tr>
<td>Mason</td>
<td>1501 Lakeline Blvd. Cedar Park, TX 78613</td>
<td>512-570-5500</td>
<td>Silver and Maroon Mustangs</td>
<td>1994</td>
</tr>
<tr>
<td>Naumann</td>
<td>1201 Brighton Bend Cedar Park, TX 78613</td>
<td>512-570-5800</td>
<td>Royal Blue and Silver Knights</td>
<td>1998</td>
</tr>
<tr>
<td>Parkside</td>
<td>301 Garner Park Dr. Georgetown, TX 78628</td>
<td>512-570-7100</td>
<td>Red, Blue, and Black Mustangs</td>
<td>2008</td>
</tr>
<tr>
<td>Plain</td>
<td>501 South Brook Drive Leander, TX 78641</td>
<td>512-570-6600</td>
<td>Forest Green and Burgundy Pride</td>
<td>2006</td>
</tr>
<tr>
<td>Pleasant Hill</td>
<td>1800 Horizon Park Leander, TX 78641</td>
<td>512-570-6400</td>
<td>Burgundy and Royal Blue Huskies</td>
<td>2004</td>
</tr>
<tr>
<td>Reagan</td>
<td>1700 E. Park St. Cedar Park, TX 78613</td>
<td>512-570-7200</td>
<td>Bright Blue and Black Rays</td>
<td>2009</td>
</tr>
<tr>
<td>Reed</td>
<td>1515 Little Elm Trail Cedar Park, TX 78613</td>
<td>512-570-7700</td>
<td>Red, Caribbean Blue and Silver Roadrunners</td>
<td>2014</td>
</tr>
<tr>
<td>River Place</td>
<td>6500 Sitio Del Rio Blvd. Austin, TX 78730</td>
<td>512-570-6900</td>
<td>Blue and Silver Titans</td>
<td>2007</td>
</tr>
<tr>
<td>River Ridge</td>
<td>12900 Tierra Grande Tr. Austin, TX 78732</td>
<td>512-570-7300</td>
<td>Black and Red Rattlers</td>
<td>2009</td>
</tr>
<tr>
<td>School</td>
<td>Address</td>
<td>Phone</td>
<td>Colors/Mascot</td>
<td>Date Opened</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------</td>
<td>---------------</td>
<td>--------------------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Rutledge   | 11501 Staked Plains Loop
Austin, TX 78717 | 512-570-6500  | Forest Green, Navy Blue, and Bandana Red
Ranchers                                      | 2005         |
| Steiner Ranch | 4001 North Quinlan Park Road
Austin, TX 78732         | 512-570-5700  | Navy Blue, Burgundy and Silver
Stallions                                      | 1996         |
| Westside   | 300 Ryan Jordan Lane
Cedar Park, TX 78613          | 512-570-7000  | Green, Black and Silver
Stallions                                      | 2008         |
| Whitestone | 2000 Crystal Falls Pkwy
Leander, TX 78641              | 512-570-7400  | Silver and Blue
Wildcats                                      | 1991         |
| Winkley    | 2100 Pow Wow
Leander, TX 78641              | 512-570-6700  | Royal Blue and Sky Blue
Wolverines                                     | 2006         |

**Middle School Campuses**

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Phone</th>
<th>Colors/Mascot</th>
<th>Date Opened</th>
</tr>
</thead>
</table>
| Canyon Ridge            | 12601 Country Trails
Austin, TX 78732          | 512-570-3500  | Blue, Black and Gold
Eagles                                    | 2004         |
| Cedar Park Middle       | 2100 Sun Chase Blvd.
Cedar Park, TX 78613          | 512-570-3100  | Red, White, and Black
Leopards                                   | 1995         |
| Danielson               | 1061 Collaborative Way
Leander, TX 78641            | 512-570-3910  | Blue, Orange and Gray
Bearkats                                  | 2020         |
| Four Points             | 9700 McNeil Drive
Austin, TX 78750            | 512-570-3700  | Black, White, and Purple
Falcons                                    | 2010         |
| Henry                   | 100 N. Vista Ridge Blvd.
Cedar Park, TX 78613        | 512-570-3400  | Black and Gold
Hawks                                     | 2002         |
| Leander Middle          | 410 S. West Street
Leander, TX 78641            | 512-570-3200  | Blue, Green and White
Tigers                                     | 1996         |
| Running Brushy          | 2303 North Lakeline Blvd.
Cedar Park, TX 78613         | 512-570-3300  | Navy, Silver and White
Cougars                                    | 2000         |
| Stiles                  | 3250 Barley Road
Leander, TX 78641            | 512-570-3800  | Green, Gold and Black
Spartans                                   | 2012         |
| Wiley                   | 1526 Raider Way
Leander, TX 78641            | 512-570-3600  | Maroon and Silver
Coyotes                                    | 2006         |

**High School Campuses**

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Phone</th>
<th>Colors/Mascot</th>
<th>Date Opened</th>
</tr>
</thead>
</table>
| Cedar Park              | 2150 Cypress Creek Rd.
Cedar Park, TX 78613          | 512-570-1200  | Silver, Black and Hunter
Green Timberwolves             | 1998         |
| Glenn                   | 1320 Collaborative Drive
Leander, TX 78641            | 512-570-1400  | Blue and Orange
Grizzlies                                | 2016         |
| Leander                 | 3301 S. Bagdad Road
Leander, TX 78641            | 512-570-1000  | Red, White, and Blue
Lions                                     | 1984         |
| Rouse                   | 1222 Raider Way
Leander, TX 78641            | 512-570-2000  | Maroon, Gold and Black
Raiders                                   | 2008         |
| Vandegrift              | 9700 McNeil Dr.
Austin, TX 78750              | 512-570-2300  | Navy Blue, Black and Silver
Vipers                                   | 2009         |
| Vista Ridge             | 200 S. Vista Ridge Blvd.
Cedar Park, TX 78613          | 512-570-1800  | Red, Black and Silver
Rangers                                  | 2003         |
| New Hope High School    | 401 S. West Street
Leander, TX 78641            | 512-570-2200  |                                             | 2002         |
| LEO Center              | 300 S. West Street
Leander, TX 78641            | 512-570-2230  |                                             | 1984         |
Hiring

Job Vacancy Announcements

Policy DC

Announcements of job vacancies are posted on LISD’s website. Vacancies may also be advertised by other appropriate means consistent with law. Current LISD employees are eligible to apply for any vacancy by submitting a completed online application.

New Hire Documents

All employees must complete the paperwork associated with the hiring process prior to beginning work. This includes providing the Human Resources Department with copies of all relevant certificates, forms, etc., as well as making selections regarding benefits.

Equal Employment Opportunity

Policies DAA, DIA

LISD does not discriminate against any applicant or employee for employment because of race, color, religion, gender, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Hiring decisions will be made based on each applicant’s job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district’s Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Student Teachers

LISD frequently provides training opportunities for student teachers or observers from nearby colleges and universities. These placements are coordinated through the Human Resources Department and the campus Principal.
**EMPLOYMENT PRACTICES**

**CONTRACT EMPLOYMENT**  
*Policy DC, DCA*

State law requires LISD to employ principals, teachers, counselors, registered nurses and other full-time professional employees in positions requiring a certificate from the **TEA** under probationary or term contracts.

**PROBATIONARY CONTRACTS**

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

**TERM CONTRACTS**

Full-time professionals employed in positions requiring **TEA** certification and Registered Nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive an electronic notification of their contract with an option to print it.

**NONCERTIFIED PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES**

Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are not employed by contract unless specifically approved by the Board.

**AT-WILL EMPLOYMENT**  
*Policy DCD*

Employees who are not required by law to be under contract are either employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code.

Employees in professional and administrative positions that do not require **TEA** certification (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or LISD.

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 LISD. Non-contract employees who work less than twelve months per year and may be offered the opportunity to resume employment during the next school year, will receive a Letter of Reasonable Assurance. This letter does not constitute a contract.
This means that once hired, an employee serves at the pleasure of the Superintendent or his/her authorized designee. Supervisors involved in the hiring process are not authorized to make any statement providing any assurance of job security or continued employment to prospective or current employees that are not under contract.

**RECERTIFICATION OF EMPLOYMENT AUTHORIZATION**

*Policy DC*

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization document.

**CERTIFICATION AND LICENSES**

*Policies DBA, DF*

Professional employees whose positions require TEA certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Certification Officer in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Certification Officer when there is action against, or revocation of, their license.

A certified employee’s contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if TEA suspends or revokes certification because of an individual’s failure to comply with criminal history background checks. LISD will not terminate or suspend an employee whose contract is void because the employee failed to renew or extend the employee's certificate or permit if the employee:

1. requests an extension from the TEA to renew, extend, or otherwise validate the employee's certificate or permit; and
2. not later than the 10th day after the date the contract is void, takes necessary measures to renew, extend, or otherwise validate the employee's certificate or permit, as determined by the TEA - State Board for Educator Certification.

All newly certified professional employees or currently certified professionals who acquire additional certification are required by the TEA to renew their certificates every five years. This requires 150 clock hours of training. State law stipulates that professional employees are responsible for keeping records of all training that meets this requirement.

It is essential that professional employees who fall under these requirements maintain complete and accurate documentation of all hours earned, and if requested submit the documentation to the proper TEA office in time for re-certification. Failing to do so could result in the loss of professional certification and a LISD employment contract.
PARENT NOTIFICATION REGARDING TEACHER QUALIFICATIONS

In schools receiving Title I funds, the Every Student Succeeds Act (ESSA) requires LISD to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child’s teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

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

MEDICAL EXAMINATIONS

After an offer of employment has been made, and prior to the commencement of employment duties, applicants for specifically identified positions requiring physical activity or driving as a condition for employment will be required to submit the results of a medical examination performed by a physician, designated by LISD, that certifies the person to be physically able to perform the job-related functions of the position.

CONTACT INFORMATION

All employees must provide a contact number and agree that the district may send district information or emergency calls/texts to this number. Employees will need to opt out of this release of information if they do not want to receive these calls/texts.

CALENDARS AND WORK SCHEDULES

Duty calendars including start and end dates and scheduled holidays may be distributed each school year and are available on the HR LNET.

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10, 11, or 12-month basis, according to the work schedules/calendars set by LISD. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes.

Teachers assume reasonable duties other than their regular teaching responsibilities. Activities and services that make minor demands on the teacher’s time shall be part of each teacher’s basic assignment. These duties may be scheduled before and after, as well as during, certain parts of the school day and at co-curricular activities. Administrators will strive to equalize such duties among teachers and to keep such duties to a minimum.

Support employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Employees that are on the office/paraprofessional and auxiliary salary...
scales must be compensated for overtime (or provided comp time) but are not authorized to work more than their assigned schedule without prior approval from their supervisor. In addition, non-exempt employees cannot adjust or flex their schedules, including working through lunch, without the prior permission of their supervisor.

Designated employees that work during the summer work four, 10-hour days in a week. Non-exempt employees that leave the premises during summer hours are required to clock out when leaving the building for non-work-related purposes.

Campus and department employees work hours are determined by campus Principals or department supervisors.

LISD generally does not allow non-exempt employees to work from home. In rare occasions when it is necessary for a non-exempt employee to work from home, prior approval from their supervisor and the Chief Human Resources Officer is required.

**REASSIGNMENTS AND TRANSFERS**

*Policy DK*

All employees are subject to assignment and reassignment by the Superintendent or designee when it is determined to be in the best interest of LISD. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract.

Teachers and instructional assistants are offered an opportunity annually to complete an online transfer request to express their interest in transferring to other campuses in like (same) positions. Principals, supervisors, and HR employees will take these requests into account when determining placement. Consideration may be given to transfer requests from employees on campuses identified as requiring a reduction in employees. Transfers are typically limited in availability. While transfer requests will be considered, position availability cannot be guaranteed. In some situations, Principals will consider transfer requests along with qualified external applicants for open positions.

Current employees who wish to be considered for a job opening that is posted must complete an online application for vacant positions by the application deadline. All LISD employees must possess appropriate credentials for the position for which they are selected.

**OUTSIDE EMPLOYMENT AND TUTORING**

*Policy DBD*

Employees shall annually notify their supervisor and the HR Department (in writing) of any outside employment including self-employment. Outside employment disclosure forms can be found on HR LNET. HR will determine if this creates a potential conflict of interest with the proper discharge of the employee’s assigned duties and responsibilities or the district’s best interest. Examples of conflict of interest include, but are not limited to:

- Employee also owns or is employed by company that is sole source provider to LISD.
- Employee performs outside consulting using materials/documents prepared as part of their LISD job.
- Employee uses LISD position to influence employees to purchase goods/services from a company they also own.
- Fine Arts employee giving private student lessons on LISD property or using LISD equipment.
• Employee performing paid services for an outside vendor and using the same vendor to provide LISD services at their campus using activity or general funds.

The following standards and conditions shall be considered by supervisors of professional employees:

• Employee may not accept additional or supplementary part-time employment that interferes in any way with the complete and efficient performance of school duties and obligations.
• Employee shall not engage in any non-district employment or any private business during duty hours or the hours otherwise necessary to fulfill assigned duties. Employees must take approved leave to participate or engage in non-district employment during his/her regular work hours/schedule.
• Employee shall not engage in non-district employment that requires time or energy that interferes with their effectiveness in performance of regularly assigned duties; adversely affects his or her employment status or professional standing; or is a conflict of interest with assigned duties.

Administrators shall provide current, written notice to their immediate supervisor regarding all outside employment.

Tutoring - Employees shall also notify his/her supervisor and the HR Department (in writing) of any private tutoring of LISD students for pay. Teachers shall not privately tutor their assigned students or siblings of their students for pay during the school year. However, if the teacher does not have any instructional duties after the last day of school and until the first day of school, teachers may privately tutor LISD students.

DISABILITY ACCOMMODATION

LISD shall make reasonable workplace accommodations for any person having a known physical or mental disability as defined under the Americans with Disabilities Act. Employees with a disability must be qualified to perform the essential functions of the job, with or without a reasonable accommodation.

A reasonable accommodation is any modification or adjustment to a job or the work. LISD will provide reasonable accommodation unless it would present an undue hardship for the district. An undue hardship is defined as an "action requiring significant difficulty or expense" when considering several factors. Undue hardship is determined on a case-by-case basis. Human Resources will review and approve all accommodation requests.

Any employee requesting a reasonable workplace accommodation shall:

• Notify his/her supervisor and Human Resources as soon as practical of the nature of the disability, the work duty affected or impacted by their disability, and the requested accommodation.
• Provide a written request with a medical statement to the HR Leave Specialist within 15 calendar days. The medical statement shall contain an evaluation of the impairment will have on the person’s ability to perform the essential duties of the job and be signed by a licensed health practitioner.

EMPLOYER SEARCHES

Policy DHE

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

Non-investigative searches in the workplace, including accessing an employee’s desk, file cabinets, or work area to obtain information needed for usual business purposes, may occur when the person is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places.

To keep the workplace and schools free of drugs, alcohol, and other prohibited items, LISD may use specially trained non-aggressive dogs on a random basis to sniff out and alert to the current presence of concealed prohibited items, illicit substances, and alcohol. Visits to work areas and schools shall be unannounced. LISD may institute searches of employees’ vehicles parked on school property in the student parking lot. If a dog alerts to employee’s vehicle, the driver will be located and will be asked permission to search. If the employee refuses, they will be directed to remove the vehicle from LISD property. The dog’s official handler or designee will determine what constitutes detection or alert by the dog. With individualized suspicion, LISD may also institute searches of employees’ work areas, including desks and district-owned technology resources, lockers cabinets, etc., for prohibited articles and prohibited materials. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use.

**ALCOHOL AND DRUG TESTING FOR DRIVERS**

*Policy DHE, CQ*

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

Drug testing may be conducted before an individual assumes any driving responsibilities using a district vehicle. 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. Before a person who has violated the prohibited conduct standards or tested positive for alcohol or drugs can return to duty, they will be required to do follow-up testing and provide a return to work medical statement.

All employees required to have a CDL, drive any district vehicle or who otherwise are subject to alcohol and drug testing will receive a copy of LISD’s policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

**PERFORMANCE EVALUATIONS**

*Policy DN*

LISD employees shall be annually appraised in the performance of their duties. Evaluation of an employee’s job performance is a continuous process that focuses on improvement. Performance evaluation is based on a person’s assigned job duties and other job-related criteria. The performance criteria and the evaluation instruments can be found on the [HR LNET](https://hr.lisd.net). It is the employee’s responsibility to review their performance criteria. The purpose of the
evaluation is to improve the level of job performance. A written, formal evaluation will be conducted at least once a year. The written evaluations are discussed with the employee and are signed by the employee and the supervisor. Employees are given an opportunity to respond to the evaluation. Instances of misconduct, including violations of Board policy, will be addressed as they arise. If a person’s performance needs to be improved, an Improvement Plan may be developed for them.

**EMPLOYMENT AFTER RETIREMENT**

*Policy DC*

Individuals receiving retirement benefits from the [Teacher Retirement System (TRS)](https://www.trs.texas.gov) may be employed under certain circumstances on a full- or part-time basis without affecting their retirement benefits, according to TRS rules and state law. Detailed information about employment after retirement is available from TRS.

TRS retirees that are rehired must agree not to sue or otherwise bring any claim against LISD, its Board of Trustees, Superintendent, or any other employee or agent of LISD for any loss or reduction in the value of the retirement benefits. LISD may reduce a person’s pay to offset the additional expenses that the district must pay to rehire a retiree, providing that their salary does not fall below the state minimum or minimum wage, if applicable.

TRS retirees employed in a classroom teacher position for the 2019-20 school year and after will be eligible for future Board approved salary increases. TRS retirees who are not in a classroom teaching position but are rehired or change positions after June 2012 will not be eligible for Board approved salary increases.

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It is important that retirees not jeopardize their retirement annuity by failing to adhere to TRS rules.

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EMPLOYEE COMPENSATION

JOB DESCRIPTIONS

Job descriptions for all positions are available on the HR LNET. HR and Supervisors regularly make changes to job descriptions to accurately reflect the work performed. It is the employee’s responsibility to review their job description.

BASE SALARIES

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. LISD’s pay plans are reviewed by the administration each year and adjusted as needed. LISD strives to provide employees fair and equitable compensation for work performed.

MARKET ANALYSIS

HR regularly conducts extensive market analysis to ensure that LISD is paying competitively within the Central Texas market for which we most compete for talent. Since Round Rock ISD is perhaps our main competitor, we pay close attention to how we compare with them. We also survey a peer market of school districts that are similar in size and growth to ensure that the district is keeping pace with comparable districts. While LISD salaries cannot compete with some Dallas and Houston area school districts due to funding inequities, we do closely watch our position in relation to these districts and make recommendations for changes based on this analysis. We also perform regional salary reviews of all industries for positions that would require technical or professional skills outside of the educational area.

INTERNAL EQUITY

HR also regularly reviews LISD positions to ensure that there is appropriate internal equity among positions within the district based on the work performed and responsibility level.

SALARY SCALES

LISD has set the following salary scales:

- Teacher
- Counselor
- Registered Nurse
- Campus Administrator/Professional
- District Administrator/Professional
- Operational Services
- SPED Licensed Professional
- Information Technology
- Office/Paraprofessional
- Auxiliary

LISD Contact

For compensation questions

Colleen Corrigan
Sr. Coordinator, Compensation & Benefits
X10113
Employment Compensation

Classroom teachers, full-time librarians, full-time registered nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Employees’ pay is not increased beyond the maximum rate of their assigned pay grade. However, pay ranges are designed for frequent adjustment to keep pace with the changing economy. Adjustments to the pay range structure will be reviewed every year to make sure the district’s pay remains competitive. As range adjustments are made, minimum and maximum pay rates will go up. Employees who have reached the maximum rate will receive Board increases again once the maximum rate of their salary range exceeds their salary.

**STIPENDS**

LISD offers stipends for specific academic, extra-curricular, athletics, or performing arts roles which are found on the HR LNET. These stipends are granted each year and annualized so that they are included in an employee's paycheck.

**EXTRA-DUTY PAY**

LISD grants extra duty pay for some work beyond a person’s regular job responsibilities. A supervisor who intends to pay an employee for an extra-duty assignment should ensure that they have approval from their Chief Officer or Principal, have money budgeted to cover the cost, have a signed project agreement with the person and use the rate from the approved list which is found on the HR LNET. Employees cannot earn extra-duty pay for time worked during their working hours and calendar even if paid leave is taken.

**BOOSTER CLUB PAYMENT TO EMPLOYEES**

A Booster Club cannot pay a LISD employee directly to compensate them for duties. A Booster Club can pay travel expenses for a LISD employee for travel related to a team trip. Booster Clubs should provide 1099 forms to the LISD employee for travel funds granted.

**EMPLOYEES PAY INCREASES**

Each year the LISD Board of Trustees may recommend an increase for LISD employees. LISD resets the Teacher, Counselor, and RN hiring scales each year based on the Board increase. Therefore, the current year hiring scales are not an indicator of what a employee member’s salary will be the following year.

**NEW HIRES**

If an employee has no related experience for their current job, they must have worked 90 work days prior to July 1st in order to be eligible for any Board approved salary increase for the following school year.

**TRS RETURN-TO-WORK RETIREES**

LISD employees that are TRS retirees and return to work or change jobs with the district after June 2012 are not eligible for the Board approved salary increase.

**FLSA OVERTIME AND COMP TIME**

*Policy DEAR*

LISD is subject to the provisions of the Fair Labor Standards Act (FLSA). The HR Department will determine the FLSA status of each position based on a description of assigned job duties and the method of compensation. Each position is evaluated based on the current job description on a periodic basis or when a change is made in the job description.
to determine if it is subject to the overtime provisions of the FLSA. Positions are classified as nonexempt or exempt. Job descriptions will reflect the FLSA status of the position. Nonexempt positions are subject to the overtime provisions of the FLSA while exempt positions are not.

**NON-EXEMPT EMPLOYEES**

Non-exempt employees (hourly and paraprofessional positions) earn overtime at the rate of time and a half for all hours physically worked over 40 in a week. To calculate overtime, a workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday. Non-exempt employees are entitled to compensation for any hours worked more than 40 in one workweek in one of the following ways:

- LISD can allow or require the employee to take compensatory (comp) time off at the rate of 1.5 hours for each hour over 40 worked during the work week, or
- For certain auxiliary positions, LISD has determined that granting compensatory time off is not practical and employees will receive 1.5 times the regular rate of pay in effect at the time the work was performed for each hour worked over 40 during the week.

Employees that are on the office/paraprofessional and auxiliary scales are subject to overtime but are not authorized to work more than their assigned schedule without prior approval from their supervisor. Non-exempt employees are not authorized to work beyond their normal work schedule, including taking or placing work-related phone calls, sending or checking text messages and emails, or performing any other work-related tasks without advance approval from their supervisor. A non-exempt employee who works overtime without prior approval will be subject to disciplinary action. Non-exempt employees should immediately report any work performed beyond their normal work schedule to their supervisor. The following guidelines apply to non-exempt employee’s use of overtime:

- **Non-exempt employees are not allowed to work “off the clock” for any reason. Working off the clock may result in disciplinary action.**
- Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent compensatory time.
- Paid leave or holidays taken during a workweek are not counted as hours worked in determining FLSA overtime hours.
- Employees may not accrue beyond 60 hours of comp time. If an employee has a balance of more than 60 hours of overtime, the employee will be required to use comp time or, at LISD’s option, may receive payout of comp time.
- Comp time must be used in the duty year that it is earned unless it is approved by the Human Resources Department.
- Use of comp time may be at the employee’s request with supervisor approval as workload permits, or at the supervisor’s direction.
- An employee is required to use comp time before using available paid leave (e.g., local, state or vacation).
- Employees will be paid for any unused FLSA overtime at the time of separation from LISD employment.
- Employees may not volunteer their time to do work related to their regular assignment.

**Exempt Employees**

An exempt employee is one that has been exempted from overtime requirements because the employee is employed in a bona fide executive, administrative, or professional capacity. Exempt positions are reviewed on an annual basis and upon job duty changes for correct status. To be exempt, the employee’s primary duties must fall under one of the exemptions, as defined by federal regulations, and the employee must be compensated on a salary basis. Exempt employees do not receive overtime compensation.
DOCUMENTATION OF TIME WORKED

Weekly time records will be maintained on all non-exempt employees for wage and salary administration. Non-exempt employees are required to record their working hours on a timesheet or by using a Kronos time clock. The proper use of the time sheet or Kronos time clock is the personal responsibility of the employee. Any problem or discrepancy pertaining to time sheets or Kronos time clocks should be reported to the Kronos reconciler immediately.

EMPLOYEES WHO USE KRONOS

Non-exempt employees are required to keep track of their time worked by clocking or logging into the Kronos timekeeping system. Employees may clock in only for hours actually worked. Employees may not clock in or begin work until their shift begins and they must clock out as soon as their shift is over. Employees may not clock in or out for another employee. Employees who are in transit between LISD locations as part of their work duties do not need to clock out unless they are on a break between shifts (this does not apply to Crossing Guards who are expected to clock out if they have separate shifts at different campuses). Employees who cover multiple campuses must clock out if they will be conducting personal business during travel time. Employees who violate this requirement are subject to discipline, up to termination.

Paraprofessional employees must clock in and out for their lunch breaks. Employees, who choose to take a break, if breaks are permitted by the department, are required to clock in and clock out if they leave the school or LISD premises, or if the break extends beyond 20 minutes. Breaks 20 minutes or shorter will be paid. A break of 21 minutes or longer, including lunch, will be unpaid. Meal periods are not considered breaks and are unpaid.

EMPLOYEES WHO USE TIMESHEETS

On rare occasions, with prior approval from HR, non-exempt employees may be required to record time worked on the official LISD timesheet. All hours worked showing time in and time out must be recorded daily by the employee. At the end of each time period, the employee must sign and date in ink, and submit it to the supervisor. The employee’s signature along with the supervisor’s approval signifies that the information on the sheet is true and accurate.

EMERGENCY PAY/CLOSURE OF SCHOOLS AND FACILITIES

The emergency closing of schools during a disaster for any cause shall be determined by the Superintendent. If a facility is closed for part of a workday, the Superintendent shall determine which employees shall be required to report to work and whether non-exempt employees assigned to the facility will be paid for their regular duty schedules. During an emergency closing for whole workdays which are not scheduled to be made up at a later date, all employees shall continue to be paid for their regular duty schedules regardless of whether the employees are required to report to work.

Should it be necessary to evacuate a LISD building for construction or maintenance repair, supervisors should contact HR for guidance on compensation of employees prior to sending employees home during work hours.

If non-exempt employees are required to report for duty to respond to a natural disaster or other catastrophic event, the Superintendent may declare an emergency and authorize overtime to be paid at one and one-half the regular hourly rate. If the emergency closing lasts at least one full workday, non-exempt employees who are required to work during the emergency closing may be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week will be paid.
calculated and paid according to law. Accurate time records must be kept of actual hours worked during emergency closings.

Hourly employees who do not report to work when school is not in session will not be paid for days that LISD is shut down for emergency or other purposes. In the event the employee is called in to assist LISD, he will receive the regular hourly wage up to 40 hours of work time for the week, and time and a half for hours worked beyond 40 hours.
PAYROLL

PAYDAYS

Monthly pay dates (for professional, paraprofessional and some support staff) are the 25th of each month. If the 25th is not a business day, then payday is on the nearest business day preceding the 25th.

Bi-weekly pay dates (for auxiliary, substitute, part-time and temporary staff) are every other Friday, unless that Friday falls on a bank holiday. In that case, the payday is the last business day prior to that Friday. There might be times when the payday must remain on the Friday holiday. If that occurs, departments will be notified in advance by Payroll.

Payroll schedules are available from your campus/department administrative assistant and on the LNET.

ANNUALIZED COMPENSATION

Policy DEA

LISD pays all employees who are paid monthly across 12 months regardless of the number of months employed during the school year. Employees are paid in equal monthly payments, beginning with the first pay period of the school year, as determined by each employee’s pay cycle. Employees who separate after the last scheduled work day of the calendar year will be paid through the end of their normal pay cycle. Employees who are retiring at the end of the school year may submit, in writing, a lump sum payout request.

DIRECT DEPOSIT

All employees will be paid by electronic fund transfer, with either direct deposit or a payroll bank debit card. Funds are scheduled to post no later than midnight one business day prior to the pay date. Once the funds have been transferred by electronic funds transfer (EFT), LISD no longer has these funds and cannot make changes to the deposit and employees will need to contact their bank directly for any bank deposit issues. It is the employee’s responsibility to ensure accurate account information is provided to the district. Employees are to complete new direct deposit paperwork when closing an account, or when other changes are needed. Should an employee’s bank account be compromised by an actual identity theft, please contact Payroll immediately. The LISD direct deposit form (en español) is available on the LNet.

PAYROLL DEDUCTIONS

Policy CFEA

LISD is required to make the following automatic payroll deductions for all eligible employees:

- Teacher Retirement System of Texas (TRS). Leander ISD does not contribute to the Social Security program. Instead, participation is in the Teacher Retirement System of Texas (TRS). Each TRS-eligible employee has a percentage of gross retirement income withheld and deposited into an account at TRS. Currently this amount is 7.7%. This retirement contribution is not subject to federal income tax. Also, each eligible employee has a contribution to the TRS-Care health insurance program deducted from Gross
Retirement pay. The amount is currently 0.65%. This non-refundable contribution is subject to federal income tax. Employees not eligible to contribute to TRS contribute instead to a Deferred Compensation annuity program at a rate of 7.5% of gross pay. Exceptions: Employees receiving a TRS retirement annuity do not contribute to either TRS or Deferred Compensation. High school students currently enrolled in Leander ISD do not contribute to either TRS or Deferred Compensation. (This does not apply to high school students working during the summer.)

- Federal income tax required for all employees. Changes to withholding can be made by submitting a new IRS W-4 form to the Payroll Dept. W-4 Form (en español). Forms must include correct Social Security Number and legal name as shown on the employee’s Social Security card. Forms are available on the LNet, the LISD website, and www.irs.gov.
- Medicare tax (applicable to employees hired by LISD after March 31, 1986).
- Court ordered garnishment of wages.
- Child support
- Spousal maintenance
- Delinquent federal education loan payments

Other payroll deductions eligible employees may elect include insurance (medical, dental, vision, and other voluntary insurances), optional retirement plan deductions, specific dues and memberships, prepaid tuition programs, purchase of service credit through TRS, and certain charitable contributions.

**EMPLOYEE ACCESS**

All employees have access to view their pay information online in Employee Access. Paystubs will be accessible one day prior to payday. This is also where W-2 forms can be retrieved and printed.

**LEAVE WITHOUT PAY**

**MONTHLY PAID EMPLOYEES**

When a monthly employee is absent, and all available leave time has been exhausted, the employee’s pay check will be docked for the appropriate time in compliance with FLSA. This absence deduct will be reflected on the pay check following the pay period in which the absence occurred.

Leave without pay is discouraged when an employee exhausts all paid leave and does not qualify for medical-related leave. If an employee does not qualify for a medical-related leave (under FMLA or as an ADA accommodation), a supervisor may request additional documentation, including a doctor’s note, for absences when an employee is in a leave without pay status.

**BI-WEEKLY PAID EMPLOYEES**

When a bi-weekly employee is absent, and all available leave time has been exhausted, the employee’s pay check will reflect only hours worked.

Bi-weekly paid employees must have pre-approval from their Director to not work their full shifts when they have exhausted their accrued leave time. This approval of time off without pay is typically associated with major family emergencies and requires supporting documentation.

If an employee has exhausted all available leave time and continues to experience absenteeism that have not been pre-approved (not covered under FMLA or as an ADA accommodation), the absences will be treated as unexcused and may result in disciplinary actions.
STANDARDIZED SCHOOL YEAR FOR SALARY AND CREDIT PURPOSES

Effective with the 2013-14 school year, service credit and annual compensation for TRS calculation purposes will be based on September 1st through August 31st for all members, as required by law, regardless of contract/work agreement dates.

REPORTING WORK DAYS FOR TRS SERVICE CREDIT

A TRS member must work at least 90 days during the school year (September 1st – August 31st) to receive a year of service credit. Each calendar month, LISD must report to TRS all available work days for each TRS-eligible employee. Additional days can be added, per TRS rules, if employees perform work outside of their normal duty calendar work days (e.g. attending a weekend conference in addition to a five-day work week, working during Spring Break, teaching summer school). A calendar that deviates from the standard calendar should be approved by an employee’s supervisor and submitted to HR.

Most TRS-eligible employees will earn a year of service credit regardless of additional work performed and will not need to report additional days. However, employees who choose to have additional days reported to TRS to establish a year of creditable service should email Payroll by the end of the calendar month, indicating the extra days worked.

Due to changes to TRS reporting requirements, all days and hours must be reported for all employees for any work done outside of their contract or normal duty calendars. Beginning summer 2018, all employees (exempt and non-exempt) working outside of their normal duty calendars are required to clock in and out of the Kronos timekeeping system each day they work.

PAYROLL ADJUSTMENTS

Corrections to a paycheck will be made the following pay cycle unless the paycheck was incorrect due to an error by the Payroll Department, or a payroll computer system error. The Payroll Supervisor and Director of Financial Services must approve any exceptions.

House Bill 2561 amended the definition of a “school year” to mean a 12-month period beginning September 1 and ending August 31 of the next calendar year, effective with the 2013-14 school year. This will impact the way that TRS will determine a year of service credit and the amount of annual compensation to be applied to each year’s service.
EMPLOYEE BENEFITS

MEDICAL AND VOLUNTARY INSURANCE

Policy CRD

LISD is committed to offering a comprehensive and cost-effective benefit program that includes a core benefit offering in addition to several other voluntary insurance products.

MEDICAL INSURANCE

LISD administers a self-funded medical plan that offers comprehensive medical coverage. Under these plan options, covered employees have access to local medical providers in the surrounding area with coordination of care into a large national network of providers. For employees who elect to participate in the LISD Medical Plan, LISD helps offset the cost of the monthly contribution. LISD offers both a PPO and high deductible plans (which have a health savings account (HSA)). For employees who elect a high deductible plan, LISD contributes to their health savings account.

VOLUNTARY INSURANCE

LISD offers dental, vision, term life, disability, accident, critical illness, hospital, cancer and legal insurance plans. LISD also offers employees the option of contributing to a flexible spending account (FSA) for medical, limited-purpose medical and dependent care expenses reimbursement. Employees pay the full premium costs for the insurance products.

BENEFIT PLAN ENROLLMENT

Open enrollment is held on an annual basis in October for current employees. Employees may enroll their spouse and eligible dependents up to age 26 for some benefits. A spouse for LISD insurance purposes includes same-sex partners. Elections made during enrollment are considered a commitment for the entire plan year. Employees can only make changes during the year if they have a “qualifying life event”.

For medical insurance questions
Damiesha Gilliam
Blue Cross/Blue Shield Specialist
X10137

All new employees will attend an online or in-person New Employee Orientation where they will be given a Benefits Guide with information on all the plan options available to them and instructions for how to enroll.

All employee benefits enrollment (open enrollment, new hire enrollment, and life event changes) are done online. New employees can only enroll within the first 30 days of employment. If they do not enroll during this time, they will be eligible at the next Open Enrollment in October for a January 1st effective date for coverage.

LISD Contact
For general benefit questions
Wendy Ruen
Sr. Benefits Specialist
X10142
COVERAGE EFFECTIVE DATE

The effective date of coverage for employees’ medical insurance is the first day of the month following 30 calendar days of employment.

MID-YEAR CHANGES TO BENEFITS

Employees can only change their benefits mid-year if they experience a Qualified Life Event (QLE) that makes them eligible for special enrollment. The benefit elections employees make during initial employment or open enrollment are set for the rest of that plan year. This rule applies to all benefits offered by LISD. If an employee does not make an election during their initial eligibility period, they will not have any benefits until the next annual enrollment period, unless they have a QLE. A participant may only change their benefit election during the year for a “qualifying life event” for the following reasons:

- Loss of other coverage because of eligibility of the employee, spouse, or other dependent.
- Newly acquired dependents (birth, adoption or placement for adoption).
- Marriage or divorce.
- Change in employment status of the employee or spouse.
- Dependent turns 26 years old (no longer eligible for insurance).

These changes can only be made within 30 calendar days of the event. (Employees that have a Medicaid/CHIP change have 60 calendar days to notify LISD.) Documentation of the event is required. Please note that LISD cannot make any exceptions to these deadlines.

Note: Changes from one plan to another is not allowed when processing a “qualifying life event” and can only be done during Open Enrollment.

BENEFITS CONTINUATION ON LEAVE OF ABSENCE

A participating employee on paid leave of absence can continue to participate in the plan.

If an employee qualifies for family and medical leave or state temporary disability and has exhausted all available leave days, participation in the plan can be continued during an unpaid period of employment by paying all required premiums to LISD. Payments are due by 3:00 p.m. on the third business day of the month of coverage month. Payments not received will result in loss of coverage.

BENEFITS COVERAGE TERMINATION

EMPLOYMENT TERMINATION

Most benefit insurance plans that the employee is enrolled in will be terminated at the end of the month following termination of employment. Example: if an employee terminates employment on April 10, all coverage will terminate on April 30. Flexible Spending Accounts (FSAs), life insurance and disability insurance terminate on the last date of employment.

LISD employees who resign or retire after the last day of the instructional year may continue his/her medical insurance through August 31. Employees resigning during the summer are paid either through June, July or August. The additional premiums needed to provide the added August coverage will be deducted from the resigning employee’s final paychecks.
Employees considering retirement are advised to contact TRS about eligibility and enrollment requirements if they are planning to enroll in the TRS Care Medical Plan upon retirement.

**INSURANCE PREMIUM NON-PAYMENT**

Some Child Nutrition Services and Transportation employees that are paid bi-weekly do not receive paychecks during the summer months and some holiday breaks. Insurance premiums are deducted in advance. If an employee does not receive a paycheck or there is not enough money to cover the insurance deduction, it is the responsibility of the employee to bring in payment to cover the cost of all or part of the insurance premium. Payments are due by 3:00 p.m. on the last business day of the month prior to the coverage month. Payments not received will result in loss of coverage. If the required premiums are not paid to LISD during the unpaid summer months, the employee cannot resume participation in the group benefit plans until the annual enrollment period for the following year. Example: A person’s benefit coverage is terminated for nonpayment of July 2020 premium; the employee cannot re-enroll until January 2021. Also, failure to pay is not a qualifying event to continue benefits under COBRA.

**EXHAUSTION OF LEAVE**

An employee who DOES NOT qualify for family medical leave, state temporary disability or the Catastrophic Event Benefit (CEB) and has exhausted all available leave days will have their benefit plan(s) terminated. Coverage may be terminated on the first of the next month following the month in which the leave is exhausted. The COBRA administrator will send a notification to the employee with instructions for continuing benefits. The employee will be responsible for returning the COBRA enrollment form and any required premium payments to the COBRA administrator (which includes LISD’s contribution and 2% administration fee). Payments are to be made to the COBRA administrator not LISD.

**COBRA HEALTH BENEFITS CONTINUATION**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees, and their qualified dependents, who lose their health insurance benefits to continue group health benefits for limited periods of time due to voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Employees are required to pay the entire health insurance premiums (which include LISD’s contribution and 2% administration fee) for this coverage.

**HEALTH INFORMATION PRIVACY**

The Health Insurance Portability and Accountability Act (HIPAA) requires LISD staff, LISD’s group health plan sponsor, our benefits consultant, and the health plan sponsor’s contracted organizations to protect the privacy of employees’ "protected health information" (PHI).

PHI is information that is individually-identifiable and relates to a medical condition, treatment, or payment for health care. PHI includes information on insurance premium payments, claims, preexisting conditions, subrogation, and coordination of benefits. All PHI is covered, regardless of whether it is oral, on paper, or in electronic form, and PHI may be used or disclosed only as authorized (in writing) by the employee or as permitted by HIPAA. LISD is restricted in the use of PHI both internally and in disclosure of the information to outside entities.

LISD is dedicated to maintaining the highest standards of confidentiality with respect to all employee PHI provided to us and committed to ensuring that our handling of personal health information is in compliance with HIPAA and other relevant regulations by:
• Maintaining appropriate physical, procedural and technical security over our offices and information storage facilities to prevent any unauthorized access, disclosure, copying, use or modification of personal health information.
• Keeping personal health information only if it is necessary. When the PHI is no longer required, it will be destroyed to prevent unauthorized parties from gaining access to the information.
• Appointing the Chief HR Officer as LISD Privacy Officer.
• Obtaining an employee’s authorization to use personal health information for any purpose other than payment and health care operations.
• Disclosing only the minimum necessary personal health information of an employee.

Employees that participate in LISD’s health insurance plans have a right to:

• Inspect and obtain a copy of their personal health information.
• Request amendment of their PHI.
• Receive an accounting of disclosures of PHI.
• Request that uses and disclosures of PHI be restricted.

TRS RETIREMENT PROGRAM

Policy DEB CRG

All employees employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance, as well as an estimate of their retirement benefits. Please contact TRS directly for any inquiries about your TRS account balance. LISD cannot provide accurate details.

Employees who terminate employment and wish to request a refund or to rollover their TRS deposit on account, may contact the Human Resources Department for the correct form. Employees who plan to retire under TRS should contact TRS as soon as possible.

SUPPLEMENTAL RETIREMENT PROGRAMS

403(B) PROGRAM

All employees are eligible to participate in the 403(b) plan, a supplemental retirement option, to help plan for his/her financial future. This program allows employees to save designated amounts of their paychecks on a “before tax” or “after tax” basis and place them into a variety of mutual funds and variable annuities. All funds grow tax deferred until withdrawn and are intended to supplement the TRS Retirement pension. Employees should review the 403(b) plan information to determine if it can enhance his/her financial planning.
457(b) DEFERRED COMPENSATION

Employees are also eligible to participate in a 457(b) plan. This plan allows employees to contribute pre-tax dollars to his/her supplemental retirement program. This voluntary plan allows funds to be withdrawn at separation of service or retirement before age 59½ without the 10% IRS penalty. Employees select from a wide variety of investment options.

WORKERS’ COMPENSATION INSURANCE

Policy CRF

LISD, in accordance with state law, provides workers’ compensation benefits to employees who suffer a compensable injury or an occupational disease on the job. Benefits help pay for medical expenses and, in some cases, partial repayment of lost wages.

All compensable injuries or occupational diseases should be reported immediately to the immediate supervisor on the day the injury occurs. The employee must also contact the campus/department administrative assistant or nurse immediately to obtain the proper accident reporting form. The Workers’ Compensation Specialist will provide an explanation of the proper procedures to follow to receive workers’ compensation benefits.

An employee receiving workers’ compensation wage benefits for a job-related illness or injury may choose to receive workers’ compensation payments of 70% of his/her pay or use his/her accrued leave.

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.

SCHOOL TRANSFER FOR EMPLOYEES’ CHILDREN

Children of nonresident LISD employees may attend LISD schools tuition-free, provided space and staffing is available and, if applicable, specialized programming is provided at the requested campus. The requestor is responsible for confirming that any specialized programs needed are available. Transfers are annual and continuation at the same campus cannot be guaranteed. A form must be completed each spring for the transfer to occur the following school year. LISD transportation will not be provided for these students.

ADDITIONAL BENEFIT PROGRAMS

All full-time employees of LISD are eligible for the following additional benefits:

- Direct deposit to all banks that are members of the Federal Reserve System.
- Athletic Pass (with specified restrictions).
- Reduced cost of child after-school care provided by YMCA.
- In addition, several businesses (both local and statewide) offer discounts to LISD employees.
LEAVES AND ABSENCES

EMPLOYEE LEAVE

Policies DEC, DECA, DECB

LISD offers employees leave as required by law. Employees who have questions regarding leave should contact Human Resources.

LEAVE USE

Policy DEC

Leave is available for the employee’s use at the beginning of the school year with the expectation that the employee will work a sufficient number of days to receive leave days. Employees are required to use available paid leave time when taking time off from work. Employees are charged leave as used even if a substitute is not employed. Employees must enter all absences into AESOP reporting system regardless of whether a substitute is required. When an employee has used more state or local leave than he or she has accumulated and ceases to be employed by LISD, the cost of those leave days will be deducted from the employee’s final paycheck. If an employee leaves LISD before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

For professional and paraprofessional employees in positions for which a substitute would be required, state and local leave shall be recorded in four-hour increments for one-half day and eight-hour increments for a full day, based on the employee’s workday. Teachers, Instructional Assistants and campus administrators must put their leave time in AESOP even if a substitute is not needed (or is handled by another Teacher). For employees in positions for which no substitute would be required, state and local leave may be used in half-hour increments. If the employee is taking intermittent family and medical leave (FML), leave shall be recorded in half-hour increments.

For FLSA non-exempt employees that earn overtime, accrued FLSA overtime comp time must be used before state or local leave is used. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- FLSA overtime comp time (non-exempt employees only).
- Local leave.
- Old State Sick Leave.
- State Personal Leave.

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

STATE SICK LEAVE

Policies DEC, DECA, DECB

LISD used to offer state sick leave and some employees may still have a state sick leave balance. 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.

STATE PERSONAL LEAVE

State law entitles all employees to five days of paid state personal leave per year. State personal leave is available for use at the beginning of the year. A day of earned state personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. New state leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. State personal leave may be used for two general purposes: nondiscretionary and discretionary.

LOCAL LEAVE

LISD provides additional days of leave for all employees. These days do not transfer to other districts. A maximum of 30 accumulated workdays may be transferred to the next school year balance. The number of days provided each year is:

- Ten-month position - five equivalent workdays.
- Eleven-month position - six equivalent workdays.
- Twelve-month position - seven equivalent workdays.

NONDISCRETIONARY LEAVE

Leave taken for personal or family illness, a family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Employees should use their accrued leave for these instances, including time for bereavement leave.

DISCRETIONARY LEAVE

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 request 48 hours in advance of the anticipated absence to his or her supervisor or designee. Discretionary personal leave will be subject to the availability of substitutes, and consideration of the educational impact on the campus/department, and the ongoing responsibilities of the job. None of the restrictions on leave shall in any way restrict an employee from requesting leave that is arranged for in advance with the Principal or supervisor and approved. Failure to receive approval prior to taking leave for discretionary absences may result in denial of the request and subsequent loss of pay.
Leaves and Absences

Discretionary leave for campus employees may not be granted on the following days:

- Days stipulated in the school calendar as professional, staff development, or workdays.
- Days and evenings set aside for open house and other special activities.
- The first and last ten student days of the school year.
- The three days immediately preceding or following school holidays.
- Days scheduled for end-of-semester and end-of-year exams.
- Days scheduled for state tests and profile tests.

Employees who notify the district of their resignation are not allowed to use leave time to extend their last date of employment, including retirees. Any exception to this must be approved by the Chief Human Resources Officer.

Employees who have exhausted all paid leave must have prior approval to take any additional days off from their Principal/Director before they go into a leave without pay status.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee’s final paycheck will be reduced by the amount of state personal leave the employee used beyond his/her pro rata entitlement for the school year.

LEAVE BALANCE

Employees’ leave balance can be viewed in Kronos in real-time. However, when an employee views their leave balance in Employee Access it is only as current as the last payroll and will not reflect hours that have been taken since that date.

LEAVE DUE TO ILLNESS

Any employee who is absent more than three consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider (doctor’s note) upon request confirming the specific dates of the illness, the reason for the illness, and, in the case of personal illness, the employee’s fitness to return to work.

The Genetic Information Nondiscrimination Act (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, LISD asks that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family and medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

VACATION TIME

Starting with the 2019-20 school year Custodial, Warehouse, and Digital Print Operators hired after July 1, 2019 will not receive vacation day accruals.

The following employees are grandfathered and will continue to receive vacation days as follows:
Leaves and Absences

Bi-weekly paid employees specified by HR will accrue vacation days on a bi-weekly basis

- Custodians will receive 10 days of vacation days
- Plant Services auxiliary positions will receive 5 vacation days

Monthly paid employees specified by HR will accrue vacation days monthly

- Warehouse and Digital Print Operators will receive 10 days of vacation days

Employees are not permitted to take vacation time before it is accrued. For these employees, vacation time will be used before state or local leave. Employees eligible for vacation time will not be permitted to carry over any unused vacation time into the following year. Vacation time must be used while employed by LISD and unused vacation time will not be paid upon separation from the district.

**Holiday Time**

Custodial and Plant Services employees also receive holiday time in addition to state and local leave and vacation time. Custodial staff receive 10 holidays and Plant Services staff receive 5 holidays and the holiday calendar is set each year and holidays cannot be carried from one year to the next.

**Leave Order**

Unless an employee requests a different order, available paid leave will be used in the following order:

- Comp time (if applicable).
- Vacation time (if applicable).
- Local leave.
- Old State Sick Leave.
- State Personal Leave.

Please request a change to your leave order through Kimberly Shafer at X10119. However, FLSA comp time must be taken first.

**Non-Paid Non-Work Days**

All Non-Campus employees that work 226 days according to their duty calendar are given “226 NPNW” days that are at the end of the calendar in June. The number of days provided each year varies depending on how the school year ends and begins. An employee may take these days either as directed by the duty calendar at the end June or throughout the year with supervisor approval. Late hires may or may not be eligible for these days during their first year with the district. Supervisors have the discretion on granting those days during the first year based on work needs.
**FAMILY AND MEDICAL LEAVE**

*Policy DEC*

The **Family and Medical Leave Act (FMLA)** generally ensures that employees can take extended leaves of absence from work to handle family issues or illness without fear of being terminated from their jobs or being forced into a lower job upon their return. Employees are required to provide a doctor’s certification. The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks (60 days) of leave in a 12-month period for:
  - Birth of a child and to care for the newborn child within one year of birth.
  - Placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
  - To care for the employee’s spouse, child, or parent who has a serious health condition.
  - A serious health condition that makes the employee unable to perform the essential functions of his or her job.
  - Any qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

The definition of “spouse” for FMLA purposes includes same-sex married couples and common-law married couples. A common law marriage must have been validly entered in a state that permits the formation of common law marriages. A valid common law marriage in Texas requires the couple to agree to be married, live together in Texas as husband and wife, and tell other people that they are married. All employees who request FML to care for a spouse will be required to provide reasonable documentation of their marriage. It is the employee’s choice of what documentation to provide. Employees may provide a marriage license or court order or a simple statement regarding the marriage (LISD also has a simple form that employee’s may use for their convenience).

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FML, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Other family definitions include:

- Child - “Son or daughter” (for purposes of family and medical leave) means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FML is to commence.

- Parent – means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter. This term does not include parents “in law.”
ELIGIBILITY

An "eligible employee" is one who has been employed by LISD for at least 12 months, and who has worked at least 1,250 hours in the 12 months immediately preceding the need for leave. The 1,250 hours refers to hours actually worked and does not include any paid time off.

SERIOUS HEALTH CONDITION

A "serious condition" is defined as an illness, injury, impairment, or physical or mental condition that involves one or more of the reasons for absence listed under "Reason for Absence" in the following table:

<table>
<thead>
<tr>
<th>Reason for Absence</th>
<th>Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inpatient Care</td>
<td>Any period of incapacity from a condition requiring inpatient care, including recovery from the condition.</td>
<td>• Hospitalization</td>
</tr>
<tr>
<td>Incapacity for more than three consecutive days, including work and non-work days, that includes:</td>
<td>A condition requiring two or more treatments by a health care provider (within 30 days of the first day of incapacity), or, treatment on at least one occasion which results in an ongoing regimen of treatment. The first or only in-person treatment visit must take place within 7 days of the first day of incapacity unless extenuating circumstances exist.</td>
<td>• Examination to evaluate a condition, plus a course of treatment such as antibiotics or physical therapy</td>
</tr>
<tr>
<td>Chronic or permanent conditions</td>
<td>Chronic conditions requiring periodic visits (at least twice a year) for treatment, continuing over an extended period and may cause episodic incapacity.</td>
<td>• Asthma</td>
</tr>
<tr>
<td></td>
<td>Incapacity due to a condition which is not curable, but which requires medical supervision.</td>
<td>• Terminal illness</td>
</tr>
<tr>
<td></td>
<td>Absences to receive treatment for a chronic condition.</td>
<td>• Multiple sclerosis</td>
</tr>
<tr>
<td>Prenatal treatment and pregnancy</td>
<td>Any period of incapacity due to pregnancy or for prenatal care.</td>
<td>• Prenatal doctor visits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Absences due to morning sickness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Postpartum recovery</td>
</tr>
</tbody>
</table>

COMBINED LEAVE FOR SPOUSES

A husband and wife who are both employed by LISD are limited to a combined total of 12 weeks of family and medical leave to care for a parent with a serious health condition; for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

LEAVE DETAILS

Eligible employees requesting leave under FMLA are required to exhaust all paid state sick leave, state personal leave, local leave, FLSA compensatory time, vacation and holiday time while taking leave under FMLA. This means that employees will be charged for their leave concurrently with the 12 weeks of FML time. If an employee does not have paid leave to cover the entire 12 weeks, they will be placed in a leave without pay status.

An exception is an employee who is receiving workers compensation benefits is not required to first use applicable paid vacation or sick leave while receiving those benefits.
In all circumstances, it is LISD’s responsibility to designate leave, paid or unpaid, as FMLA qualifying leave. Family and medical leave eligibility is not for the employee to decide.

12 WEEK PERIOD

Under FMLA, the maximum combination of paid and unpaid leave will be limited to twelve weeks (60 days). Any extension beyond this time must be requested and approved by HR. Failure of the employee to report back to work at the end of the prescribed period, without prior approval from his/her supervisor, will be considered abandonment of position and the employee will be separated from his/her employment with LISD.

LISD uses the 12-month period measured forward from the date an employee first FMLA leave begins.

BIRTH OR PLACEMENT OF CHILD

In the case of FMLA for the birth or placement of a child, an employee must provide 30 days advance notice to his/her supervisor before the date on which the leave would begin. If the employee is unable to provide such notice, he or she must provide "such notice as is practicable."

PLANNED MEDICAL TREATMENT

Where the need for leave is foreseeable, based on planned medical treatment for the employee or family member, the employee shall make a reasonable effort to schedule the treatment so as not to unduly interrupt the operations of the district, subject to the approval of the physician providing the planned care. The employee shall provide 30 days’ notice, or if not possible, as much notice as is practicable.

INTERMITTENT LEAVE OR REDUCED SCHEDULE

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

HEALTH INSURANCE WHILE ON FAMILY AND MEDICAL LEAVE

An employee who is granted an approved family and medical leave may continue his or her health insurance plan coverage by timely paying his/her premiums during any period of unpaid absence.

If an employee elects not to return to work upon completion of an approved unpaid leave of absence, LISD may recover from the employee the cost of any premiums paid to maintain the employee’s basic coverage.

MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness. LISD will also grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for the service member.

QUALIFYING EXIGENCY LEAVE

Eligible employees may take up to 12 weeks of job-protected leave in an applicable 12-month period for any qualifying exigency arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent. Examples of a qualifying exigency include:
• Short-term deployment.
• Military events and related activities.
• Child care duties and school activities.
• Financial and legal arrangements.
• Counseling.
• Rest and recuperation.
• Post-deployment activities.
• Additional activities not encompassed in the other categories but agreed to by the employer and the employee.

REQUESTING FAMILY AND MEDICAL LEAVE

Eligible employees must submit a signed family and medical leave request to the Leave Specialist for review. To request leave for the employee's serious health condition or the care of a child, parent, or spouse with a serious health condition, the employee must have the appropriate physician certify the following information:

• the date on which the condition commenced;
• the probable duration of the condition;
• the appropriate medical facts regarding the condition; and
• a statement that the employee is unable to perform the functions of his or her position due to his or her condition.

To request intermittent leave or leave on a reduced leave schedule, the employee must provide the following additional information from the physician:

• a statement of medical necessity for his or her intermittent leave or reduced leave schedule, and the expected duration of the schedule or attesting to the necessity of intermittent leave or reduced leave for the employee to provide care or to assist in the person’s recovery
• a listing of the dates of his or her planned medical treatment and the duration of the treatment(s)

Health care certification must be received within 15 days of the request (or as soon as practical if extenuating circumstances exist), otherwise the commencement of the leave may be delayed. If HR has reason to question the validity of the certification, the employee may be required to obtain a second certification from a physician designated or approved by LISD. If the second provider disagrees with the first, a third, and final opinion might also be required from a jointly selected provider.

JOB REINSTATEMENT

Upon return from FML, an eligible employee is entitled to be restored to the employee's original position, or to an equivalent position with equivalent pay, benefits, and other terms and condition of employment. Under some circumstances, instructional employees who can return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester. The additional time off is not counted against the employee’s FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy.

FITNESS FOR DUTY

An employee that takes FML due to their own serious health condition shall provide, before resuming work, a fitness-for-duty certification from a health care provider. If certification of the employee’s ability to perform essential job
function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

FAIL TO RETURN

If, at the expiration of FML, the employee can return to work but chooses not to do so, LISD may require the employee to reimburse LISD’s share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee’s control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from LISD, the district may not require the employee to reimburse LISD’s share of premiums paid.

TEMPORARY DISABILITY LEAVE

Policy DEC

CERTIFIED EMPLOYEES

Any full-time employee whose position requires certification from the TEA is eligible for unpaid 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 because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee’s notification of need for extended absence due to the employee’s own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician’s statement confirming the employee’s inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

NON-CERTIFIED EMPLOYEES

Employees who are not covered by the state temporary disability leave program as described above, and who are eligible for district health insurance benefits, may be eligible for local unpaid temporary disability leave for the same reasons as in the state temporary disability leave program. Employees who take local temporary disability leave will be subject to the same conditions as under the state temporary disability leave program; however, an employee returning from local temporary disability leave will not be guaranteed a position with the district. The maximum length of local temporary disability leave is 90 calendar days.

CATASTROPHIC EVENT BENEFIT

Policy DEC

The Catastrophic Event Benefit (CEB) is designed to help alleviate some of the hardship an employee encounters in the event of a catastrophic illness or injury. The benefit provides up to 60 days of salary replacement for a qualifying event. Open enrollment occurs on an annual basis, at the end of each school year. The benefit is available only to employees who have chosen to be members. A complete explanation of benefits, requirements, and limitations of the CEB can be found in Appendix I.
ADA EXTENDED LEAVE

If an employee exhausts all legally required medical leave, the district may extend leave without pay with proper medical certification. The extension of leave must fit the standard of reasonable accommodation and medical certification must have a determined return date for the employee.

PAYMENT OF MEDICAL PREMIUMS WHILE ON LEAVE

Policy CRD

An employee who is granted an approved family and medical leave, temporary disability leave, or Catastrophic Event Benefit leave may continue his or her health insurance plan coverage by timely paying his/her premiums during any period of unpaid absence.

Employees who are granted extended leave after these approved leaves and who have exhausted all paid leave are required to pay the district’s portion of their medical premiums in addition to their own portion of the premium. These must be paid timely to Payroll to prevent cancellation of benefits.

If an employee elects not to return to work upon completion of an approved unpaid leave of absence, LISD may recover from the employee the cost of any premiums paid to maintain the employee’s basic coverage.

ASSAULT LEAVE

Policy DEC

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 incident involving an assault is a work-related injury and should be immediately reported. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person’s age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with worker’s compensation benefits. After investigation, the district may change the assault leave status and charge leave used against the employee’s accrued paid leave. The employee’s pay will be reduced if accrued paid leave is not available.

JURY DUTY

Policy DEC, DG

Employees will receive leave with pay and without loss of accumulated leave for jury duty including serving on grand jury. Employees who report to the court for jury duty may keep any compensation the court provides. Employees must present documentation of the service and submit to their supervisor and HR as soon as it is received, but within one week of the jury duty. An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual’s position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at
the court may be required. LISD will compensate employee for Jury Duty hours only up to the employee’s regular scheduled hours. Time paid for jury duty hours do not count towards overtime for that week.

**COMPLIANCE WITH A SUBPOENA**

*Policy DEC*

Absences for court appearances related to an employee’s personal business shall be deducted from the employee’s local leave. When local leave is exhausted, these absences shall be deducted from the employee’s state leave or shall be taken by the employee as leave without pay.

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. Employees may be required to submit documentation of their need for leave for court appearances. Employees who receive subpoenas should immediately contact Legal Services to determine if the subpoena is legally valid. Legal Services may be able to file a motion to excuse an employee’s attendance. Employees are sometimes asked to serve as a witness in a family custody dispute. Employees are discouraged from getting involved in legal disputes between parents. An employee who is absent to voluntarily testify without a subpoena, will be treated as taking personal leave.

**TRUANCY COURT APPEARANCES**

*Policy DEC*

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave will be docked for any absence required because of the court appearance.

**RELIGIOUS OBSERVANCE**

*Policy DEC*

The district will reasonably accommodate an employee’s request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

**MILITARY LEAVE**

*Policy DEC*

**PAID LEAVE FOR MILITARY SERVICE**

Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training, duty orders, or funeral honor duty by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

An employee is eligible for 22 days per calendar year for emergency duty as ordered by the President, Secretary of Defense or Governor. This leave is provided for employees who perform military duties in support of civil authorities in the protection of life and property or perform full-time military service because of a call or order to active duty in support of a contingency operation.
REEMPLOYMENT AFTER MILITARY LEAVE

Staff who leave LISD to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (National or State Guard) may return to employment if they are honorably discharged. Staff who wish to return to LISD will be reemployed provided they can be qualified to perform the required duties. In most cases, the length of federal military service cannot exceed five years. Employees returning to work following military leave should contact Human Resources.

Continuation of Health Insurance

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

BREAKS FOR EXPRESSION OF BREAST MILK

Policy DEAB DG

LISD supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. Employees will be giving a reasonable amount of break time to express breast milk, as often as the employee needs to do so, and will be provided a secluded place, other than a multi-user bathroom. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

ATTENDANCE REQUIREMENTS

Since absences impact students’ education and the functioning of department processes, regular attendance at work is a requirement of all jobs. To best serve students, employees that are planning to retire or resign in the near future are discouraged from depleting their accrued leave as they near their retirement date. Employees must notify their immediate supervisor, as well as the Human Resources Department when the duration of any one absence is three or more consecutive days.

Employees should be aware that LISD monitors the use of leave. Employees not using family and medical leave or on leave as a disability accommodation, may have their attendance/leave use monitored and be counseled regarding their attendance. Examples of attendance issues are:

- Failure to follow LISD and/or department absence procedures or guidelines.
- Questionable pattern of absences.
- Depletion of Leave: being absent after using all available leave.
- Misuse or fraud in the reporting of absences.

Attendance issues may result in disciplinary action. Such action may include, but is not limited to, denial of leave and subsequent loss of pay, written documentation and warnings being added to the employee’s personnel file, and even termination or non-renewal.
A B S E N C E  N O T I F I C A T I O N  P R O C E D U R E

If an employee must be absent from work, as much advance notice as possible should be given. All employees will report their absences to the Aesop Automated Absence Recording System. Regardless of whether a substitute is needed, or a day is deducted from the employee’s leave balance, all absences must be called in or reported through the Automated Absence Recording System website. Employees may also be required to contact their supervisors directly before the start of the workday or as soon as possible to report an absence. Auxiliary employees will follow department guidelines for reporting their absences.

J O B  A B A N D O N M E N T

An employee who fails to notify LISD of an absence that lasts for three or more consecutive days may be considered to have abandoned their position and such actions may be treated as voluntary resignation.
EMPLOYEE TRAINING

PROFESSIONAL LEARNING

Policy DMA, DMD

To help employees continually improve professionally, LISD provides a year-round professional learning program. LISD’s professional learning program shall be derived from identified instructional and professional needs to build a community of learners. The LISD professional learning program is guided by input from several sources including session evaluations, annual needs assessments by teachers and administrators, identified needs, and legal requirements.

Teachers that attend or conduct out-of-district training that are offered additional compensation to attend the training must take a personal day for this time.

Auxiliary staff may be required to attend professional learning sessions throughout the year. The department director or designee organizes these activities. Staff are also encouraged to participate in additional appropriate professional learning opportunities that are available from other sources.

EMPLOYEE COMPLIANCE TRAINING

All LISD employees are required to participate in certain compliance training annually which includes:

- Technology Resources Acceptable Use Guidelines (All Employees)
- Bullying (All Employees)
- Diversity and Inclusion (All Employees)
- McKinney-Vento (All Employees)
- Recognizing and Reporting Child Abuse and Maltreatment (All Employees)
- Section 504 and ADA Compliance (All Employees)
- Suicide Prevention (All Employees)
- Sexual Harassment and Discrimination (All Employees)
- Discrimination Policy Update for Employees – DIA Local
- Student Data Privacy

There are additional required trainings for other employees based on their specific work responsibilities.

HEALTH SAFETY TRAINING

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. This training certification should be submitted to the District Nurse.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.
COMMUNICATIONS & PARTICIPATION

DISTRICT COMMUNICATIONS

Communication with each stakeholder group in the LISD community is vital. External publications to increase public awareness and to enhance communications include: The Compass, The Leander Insider, LISD newsletter; campus newsletters; QUEST Quotes, the gifted and talented program newsletter; as well as a LISD District Profile. To support internal communications, a monthly memo from the Superintendent is emailed to all administrators during the school year.

Each campus is encouraged to have a designated Campus Communication Coordinator whose purpose is to increase media coverage of campus-level activities. Information on campus activities should be submitted to these Coordinators. The Chief Communication Officer will submit district-level activities, and activities that involve more than one campus or are controversial in nature, to the media.

DISTRICT-WIDE EDUCATIONAL IMPROVEMENT COUNCIL

The Council is composed of campus-based professional employees, parents, and business and community representatives. The members of this council are elected by their fellow employees to serve staggered, two-year terms. The purpose of this council is to advise the Board of Trustees, or its designee, on the establishment and review of LISD’s educational goals, objectives, and major district-wide classroom instructional initiatives.

CAMPUS SITE-BASED PLANNING COMMITTEE

Policy BQB

A committee has been established on each campus to assist the Principal. The committee meets to implement planning processes and site-based decision-making in accordance with Board policy and administrative procedures and is chaired by the Principal. The committee is composed of members who shall represent both central administration and campus-based professional employees, parents, businesses, and the community. The representatives are chosen according to policy.

EMPLOYEE INVOLVEMENT

Policies BOA, BQB

LISD employees are involved in many professional organizations. Participation in community, political, or employee organization activities shall be entirely voluntary. At both the campus and district levels, LISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of LISD. As part of LISD’s planning and decision-making process, employees are elected to serve on district or campus-level advisory committees.
COMPLAINTS & GRIEVANCES

Policy DGBA

To hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees.

**LISD Contact**

For grievance questions

**Shawn Swisher**

Staff Attorney

X10298
EMPLOYEE ETHICS & STANDARDS OF CONDUCT

LISD TEN ETHICAL PRINCIPLES

Policies AE, EFA

The following ten major ethical values form a philosophical basis for ethical judgment and define the moral duties and virtues implicit in ethical behavior. LISD is committed to these principles. *(Definitions supplied by students.)*

1. Honesty - Don’t lie. Tell the truth.
2. Integrity - Know what is right and do it.
3. Promise Keeping - Keep every promise you make. Do not break promises.
5. Fairness - Be fair. Do not cheat. Do not lie. Do not break a promise. Be a good sport.
6. Caring/Concern for Others - Put someone else’s needs before yours. Help others with their problems.
7. Respect for Others - Do not tease. Be nice, friendly. Do not call other people names. Listen when others talk.
8. Law Abidance/Civic Duty - Be responsible for your community.
10. Accountability - Be dependable and be responsible.

TEXAS EDUCATORS’ CODE OF ETHICS

Policy DH

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. LISD expects that all employees will adhere to the ethical concepts in the Texas Educator’s Code regardless of position. The full Texas Educator code can be found in Appendix I.

POLICY GOVERNANCE

The LISD Board has adopted the Policy Governance® model which sets executive expectations that outline LISD operational guidelines referring to topics such as employee treatment, employee compensation and support, treatment of stakeholders, and employee evaluation, among others.

STANDARDS OF CONDUCT

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of LISD and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:
• Recognize and respect the rights of students, parents, other employees, and members of the community.
• Maintain confidentiality in all matters relating to students and coworkers.
• Report to work according to the assigned schedule.
• Notify their immediate supervisor in advance or as early as possible if they must be absent or late.
• Know and comply with department and LISD policies and procedures.
• Express concerns, complaints, or criticism through appropriate channels.
• Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
• Use LISD time, funds, and property for authorized district business and activities only.

All LISD employees should perform their duties in accordance with state and federal law, LISD policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to TEA not later than the seventh day after the Superintendent learns of the incident.

**DISCRIMINATION, HARASSMENT, AND RETALIATION**

*Policies DH, DIA*

LISD prohibits discrimination, including harassment, against any employee on the basis of age, armed forces service, disability, pay, genetic information, national origin, pregnancy, race/color, religion, sex or any other basis prohibited by law. Such acts of harassment by any LISD employee toward any other employee, board member, vendor, contractor, volunteer, or parent are forbidden, and appropriate disciplinary action will be taken for any violations to this policy, up to and including termination. Examples of prohibited harassment may include:

- Offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation.
- Threatening or intimidating conduct.
- Offensive jokes, name calling, slurs, or rumors.
- Physical aggression or assault.
- Display of graffiti or printed material promoting racial, ethnic, or other stereotypes.
- Other types of aggressive conduct such as theft or damage to property.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus Principal, supervisor, or appropriate LISD official. If the campus Principal, supervisor, or LISD official is the subject of a complaint, the complaint should be made directly to Human Resources. A complaint against the Superintendent may be made directly to the Board. LISD will promptly investigate all allegations of harassment and will take prompt appropriate disciplinary action against employees found to have engaged in harassment of other employees. A substantiated charge of harassment will result in disciplinary action up to and including termination.

Any employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus

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**Title IX**

Title IX Coordinator - Employees

Karie Lynn McSpadden

Chief Human Resources Officer

X10105
LISD prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a LISD investigation regarding harassment or discrimination is subject to appropriate discipline.

**SEXUAL HARASSMENT**

*Policy DIA*

Sexual harassment in the workplace is strictly prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- Submission to such conduct is an explicit or implicit term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual.
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

During their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, parents, unpaid interns, student teachers, or students. LISD will immediately investigate any complaint and take appropriate action, including disciplinary action, based on our findings.

LISD prohibits retaliation against an employee who makes a claim alleging sexual harassment. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a LISD investigation regarding sexual harassment will be subject to appropriate discipline.

**STUDENT HARASSMENT**

*Policies DH, DHB, FFG, FFH, FFI*

Sexual and other harassment of students by employees is strictly prohibited. Romantic or inappropriate social relationships between students and LISD employees are prohibited. Any sexual relationship between a student and a LISD employee is always prohibited, even if consensual.

Sexual harassment of a student by a LISD employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

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**Title IX**

Title IX Coordinator - Students  
Bryan Miller  
Sr. Director, Student Support Srvcs.  
X10152
1. A District employee causes the student to believe that the student must submit to the conduct to participate in a school program or activity, or that the employee will make an educational decision based on whether the student submits to the conduct; or

2. The conduct is so severe, persistent, or pervasive that it:
   - Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or
   - Creates an intimidating, threatening, hostile, or abusive educational environment.

The following acts may constitute evidence of the solicitation by an educator of a romantic relationship with a student:

- Making inappropriate comments about a student’s body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
- Making sexually demeaning comments to a student.
- Making comments about a student’s potential sexual performance.
- Requesting details of a student’s sexual history.
- Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
- Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
- Inappropriate hugging, kissing, or excessive touching.
- Providing the student with drugs or alcohol.
- Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
- Any other acts tending to show that the educator solicited a romantic relationship with the student.

Employees who suspect a student may have experienced harassment are obligated to report their concerns to the campus Principal or other appropriate LISD official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district’s Title IX coordinator, the ADA/Section 504 coordinator, or Superintendent and take any other steps required by district policy. All allegations of harassment of a student by an employee or adult will be reported to the student’s parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. Failure to report incidents regarding inappropriate relations between an LISD employee and a student is considered a state jail felony. Educators found to have engaged in improper relations face harsher punishments such as revocation of their educator’s license and revocation of full pension annuity payments from the Teacher Retirement System. LISD will promptly investigate all allegations of harassment of students and will take prompt appropriate disciplinary action against employees found to have engaged in harassment of students.
SEXUAL ABUSE AND MALTREATMENT OF CHILDREN

Policies FFH, DMA, DHR

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code §26.001 is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are strictly prohibited from voyeurism. Voyeurism is defined as observing another person without his/her consent when that person has a reasonable expectation of privacy with the intent to arouse or gratify the sexual desire of the person observing. If victim is under the age of 14 this is a felony offense.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Policies BQ, DG, DHB, GRA

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

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student’s or minor’s development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student’s or minor’s development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student’s or minor’s mental, emotional, or physical welfare.

Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person or person with a disability. Employees are further required to report child trafficking (forced labor).

Reports to Child Protective Services can be made online Child Abuse Hotline or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.
Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, LISD is prohibited from taking an adverse employment action against a certified or licensed professional 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 make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee’s failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators’ Code of Ethics. Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus Principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the Principal before making a report to the appropriate agency. Reporting the concern to the Principal does not relieve the employee of the requirement to report it to the appropriate state agency.

In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer’s request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

**Reporting Crime**

Policy [DG](#)

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse employment action against an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

**Relationship Between Employees**

LISD shall discourage intimate social relationships between employees who are not related to one another and who are assigned to the same campus or department. If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the Human Resources Department. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager. The Chief HR Officer shall inform the Superintendent and others with a need-to-know of the existence of the relationship, including, in all cases, the person responsible for the employee’s work assignments.

The Superintendent or designee shall reassign one of the employees to another campus or department as soon as possible. Even when a direct or indirect reporting relationship does not exist, employees involved in a romantic relationship in LISD must take special care to avoid even the appearance of favoritism or a potential conflict of interest.

LISD’s commitment to a respectful workplace requires that those involved in a romantic relationship refrain from public displays of affection or discussions of intimate topics at work. Any employee who disrupts LISD’s workplace in any way, including those who allow disharmony or conflict in a romantic relationship between district employees to affect LISD in any way, will be in violation of this policy and may be reassigned.

In addition, for LISD to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship,
Employee Ethics & Standards of Conduct

notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the Human Resources Department.

Employees who violate this policy will be subject to discipline, up to and including, termination of employment from LISD.

FRAUD AND FINANCIAL IMPROPRIETY

Policy CAA

All employees should act with integrity and diligence in duties involving LISD’s financial resources. LISD prohibits fraud and financial impropriety. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to LISD.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other LISD assets including employee time.
- Impropriety in the handling of money or reporting of LISD financial transactions.
- Profiteering as a result of insider knowledge of LISD information or activities.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Unauthorized disclosure of investment activities engaged in or contemplated by the district.
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Unauthorized disclosure of investment activities engaged in or contemplated by LISD.
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to LISD.
- Destroying, removing, or inappropriately using records, furniture, fixtures, equipment or other district property.
- Failing to provide financial records required by federal, state or local entities.
- Failure to disclose conflicts of interest as required by law or district policy.
- Any other dishonest act regarding the finances of LISD.
- Failure to comply with requirements imposed by law, the awarding agency or a pass-through entity for state and federal awards.

FRAUD REPORTS

Any person who suspects fraud or financial impropriety in the District should report their suspicions immediately to any supervisor, the Superintendent or the Director of Internal Audit. Reports shall be treated as confidential to the extent permitted by law. Employees can also contact the LISD Fraud Hotline at 877-472-2110 (English) 800-216-1288 (Español) to report any concerns.

For fraud questions
Helene O'Neal
Director, Internal Audit
X10409
NEPOTISM

Policies DBE, DK

Persons responsible for employment decisions shall avoid any act or practice that might be interpreted as giving preferential consideration to a family member. Members of the same immediate family may be assigned to the same school, building, or other worksite. To avoid conflicts, however, LISD reserves the right to reassign an employee or to restrict such employment.

LISD shall further define “immediate family” for purposes of this policy as:

- Spouse.
- Son or daughter, including a biological, adopted, or foster child, son or daughter-in-law, stepchild, legal ward, or child for whom the employee stands in loco parentis.
- Parent, step-parent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, step-sibling, or sibling-in-law.
- Grandparent, spouse’s grandparent, or grandchild.
- Aunt, uncle, niece, or nephew.
- Any other person who may be residing in the employee’s home.

No person shall be employed for, assigned to, or promoted to a position in which:

- The employee would supervise or be supervised by a member of the person’s immediate family; or
- A member of the person’s immediate family would occupy a position in which the family member could use that position to affect the employment, promotion, salary administration, or any other related management or employee transaction involving that person.

No LISD employee shall appoint or recommend for employment, temporary assignment or contracted services any member of his or her immediate family. Nor shall any employee use their position to influence another LISD employee to recommend for employment, temporary assignment or contracted services a member of their immediate family.

An employee who is recommended for promotion, who applies for a transfer within LISD, or who receives notice of an involuntary transfer or a demotion must disclose to the Human Resources Department and his/her current and prospective supervisors all family relationships with other LISD employees. This disclosure shall be made regardless of whether the reassignment would place the employee in the same department with a member of the employee’s immediate family or would result in the employee supervising or being supervised by a member of his or her immediate family. Family relations disclosure form can be found on HR LNET.

Any supervisory assignments that might violate this policy that were in place before July 1, 2007, shall be allowed to continue.
CONFLICT OF INTEREST

Policy DBD

Employees are required to disclose in writing to their supervisor and the HR Department any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of LISD. This includes a personal financial interest, business interest, and any other obligation or relationship. Examples of conflict of interest include, but are not limited to:

- Employee/Sponsor hiring spouse and/or family member for paid services or products paid for with district, campus, or activity funds. This includes employee sitting on hiring committee.
- Employees who are also vendors to LISD authorizing payment of services or products from themselves to LISD/campus/etc.
- Employees utilizing position in LISD to persuade other LISD employees or students to utilize family or friends’ services or products to be paid with district, campus, or activity funds.
- Employee serves in a financial capacity for an organization at the campus at which they are employed. “Financial capacity” shall include treasurer, fundraising chair, check signer, or any other function that involves the receipt and distribution of money.

H.B. 23 requires that an employee who exercises discretion in the planning, recommending, selection, or contracting of a vendor may need to disclose certain information relating to that vendor. The info that may need to be disclosed includes:

- Gifts to employee or family member with a value over $100 (e.g. trips provided by vendor, donated items)
- Employee or family member earns income from vendor.
- Employee has family relationship with someone employed by vendor.
- Disclosure should be submitted no later than the seventh business day after discussions to enter into a contract begins, the District sends out a Request for Proposal or bid for services with the vendor.

Employees must complete the Conflicts Disclosure Statement.

PTA/BOOSTER CLUB ROLES

Employees are not allowed to hold any LISD school PTA/booster club officer position that has a financial capacity. “Financial capacity” shall include the President, Vice-President, Treasurer, Fundraising chair, and any other Booster member that serves on a Financial Review committee, acts as a check signer for the club, or any other function that involves the receipt and distribution of money.

- **Employee** is defined as EVERY person employed by LISD (e.g. crossing guards, teachers, cafeteria workers, transportation, faculty and employees).
- With roles clearly defined, employees can collect money as part of an PTA/Booster Club event (i.e., ticket taking, snack bar.) Employees can count LISD fundraising money, following good financial controls (at least 2 people should always count money). Employees should also clearly separate their role as an LISD employee from the work they do as a parent volunteer. Employees should not take full control, deposit or take off premise PTA/Booster club event funds.
- Substitute teachers can hold an officer position with financial capacity but are required to disclose this in writing to the HR/ Sub office.
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 checks based on an individual’s fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides LISD and TEA with access to an employee’s current national criminal history and updates to the employee’s subsequent criminal history.

EMPLOYEE ARRESTS AND CONVICTIONS

Policy DH

An employee must notify their Principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication. These offenses include, but are not limited to those 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 which includes:
  - 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 or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance,
  - Felonies involving driving while intoxicated (DWI),
  - Acts constituting abuse or neglect under the SBEC rules.

EMPLOYEE CONFIDENTIALITY

Employees who have access to sensitive LISD employee data are required to complete an employee Confidentiality Agreement and abide by those standards. The Employee Confidentiality Agreement can be found in Appendix III.

EMPLOYEE SAFEGUARDING OF FUNDS

Employees that have access to any funds such as student, PTA, booster club or district funds must keep accurate and full accounting of all expenditures of these funds. Employees are also required to properly secure and safeguard these funds and follow any set procedures in the Business Operating Guide or other documents. Employees who do not safely secure funds will be responsible for paying the district back for any funds that are not properly accounted. If an employee purchases an item/service with student, PTA booster club or district funds, they must provide an itemized receipt before being reimbursed. If the employee subsequently cancels or returns the item/service, they are required to pay those funds back or get prior written approval before purchasing replacements.
EMPLOYEE FREEDOM OF SPEECH ISSUES & DISTRICT PROTOCOLS

Occasionally, controversial political issues, political races, religious and social issues bleed over into the workplace and/or classroom, creating a distraction to the learning environment. As employees of LISD and citizens, we all appreciate having freedom of speech and expression, which is guaranteed by the United States and Texas constitutions. Yet, as public education employees there are limits to our freedom of speech, which can be restricted by time, place and manner. Employees, while on duty, may have restrictions on speech depending on their assigned duties. With that in mind, employees should always try to align their speech and behavior with the guidelines laid out in the Educator Code of Ethics (Appendix II).

At all times, employees must respect and maintain the confidentiality of student information when talking with other employees, parents, or community members whether on or off-duty. LISD employees should never use their position, and access to students, to spread their personal messages to students. Employees should also keep in mind that parents send their children to school with the expectation that employees will allow the parent to take the lead when talking about non-curricular subjects, including controversial and personal matters. When off-duty, employees should be mindful of acting in a way that does not diminish their effectiveness as an LISD employee.

FIREARMS AND WEAPONS POSSESSION

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked personal vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. At no time can an employee store a handgun or other firearm or ammunition in a district vehicle. To ensure the safety of all persons, employees who observe or suspect a violation of LISD’s weapons policy should report it to their supervisor or the Director, Security.

ALCOHOL AND DRUG ABUSE

LISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

LISD prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any LISD 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 within the district, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts will be available...

LISD Contact
For weapon policy violations
Russell Bundy
Director, Security
X10131

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in any campus counseling office. Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

Employees will 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 marijuana, any narcotic drug, hallucinogen, stimulant, 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.

Any employee who voluntarily seeks help or assistance from school staff or medical assistance in dealing with a personal alcohol or drug problem, prior to being reported by any school official or law enforcement officer, may not be considered in violation of this policy and may be entitled to anonymity for referral to proper medical and/or psychological counseling at the employee’s expense by the Superintendent or designee, depending upon the circumstances. Anonymity may be withdrawn at any time that the Superintendent or designee determines that the teaching/learning environment is in jeopardy. The Superintendent or designee shall be the sole determiner of this jeopardy.

An employee who uses a drug authorized by a licensed physician through a prescription specifically for the employee’s use shall not be considered to have violated this policy. Information regarding drug/alcohol counseling/rehabilitation programs may be obtained from the Licensed Chemical Dependency Counselor (LCDC) offices.

**TOBACCO PRODUCTS AND E-CIGARETTE USE**

*Policies DH, FNCD, GK, GKA*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. LISD prohibits the use of smokeless products, electronic cigarettes and any other electronic vaporizing device on all LISD property.

**GIFTS AND FAVORS**

*Policy DBD*

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

Policy FF

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, computer data and programs, etc.). Electronic media are to be used in the classroom for instructional purposes only. Employees are also expected to comply with copyright permissions listed on printed materials. Should permission to reproduce be provided by the copyright owner, the user will be expected to provide permission to Leander ISD upon request. Duplication or backup of computer programs and worksheets must be made within the provisions of the publisher purchase agreement.

VISUAL MEDIA

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., streaming videos, DVD, VHS, etc.). Employees are expected to follow campus visual media procedures and district acceptable use/fair use practices. Should teachers use visual media in the classroom, the following must be ensured:

- Preview visual media before presenting to class
- Relate all visual media used for instruction to the curriculum and include the use of the media in lesson plans
- When short educational clips are used (less than 20 minutes), principal approval is not required
- Teachers are asked to submit a Leander ISD Checklist for Fair Use form to the principal or designee and receive principal or designee approval before showing any visual media other than short educational clips
- Use visual media for education purposes only, and not for entertainment and/or reward
- Use the Permission Notification for Instructional Visual Media Use if parental approval is required
- Prepare an alternative assignment for a student(s) who is not permitted to view visual media presentation

When visual materials include a movie rating, employees are expected to follow all the guidelines listed above and follow the movie rating systems listed here:

- **Elementary School:** G, PG with parent permission
- **Middle School:** G, PG, PG13 with parent permission
- **High School:** G, PG, PG13, R with parent permission

Should parent permission be needed to show visual media, employees are expected to review and send the Leander ISD Permission Notification for Instructional Media Use (located on each campus staff page) to parents with the visual media title, rating and rationale for showing.

PUBLICATIONS

Policy FMA

All publications edited, printed, or distributed by LISD are the property of the district and should be reviewed and approved by district or school administration. All publications approved and issued by individual schools are part of the instructional program and shall be carefully edited to reflect the ideals and expectations of LISD citizens for their schools.
Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the Principal and in accordance with campus regulations.

All such material over which LISD does not exercise editorial control that is intended for distribution to students must be submitted to the Principal for review and approval **before** it is distributed.

**INSTRUCTIONAL MATERIALS DEVELOPMENT**

Instructional materials, publications, programs, computer programs, and devices prepared by employees as part of their job assignment shall be property of LISD, unless prepared by such employees on their own time without use of LISD facilities or equipment. The Superintendent or designee shall review material prepared by employees prior to copyright or patent for subsequent publication or distribution and may waive all or part of the Board’s proprietary rights in favor of those employees preparing such material.

**POLITICAL ACTIVITIES/ASSOCIATIONS**

*Policy DGA*

LISD 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 to deal with employees concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of LISD resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

**POLITICAL CAMPAIGNING**

*Policy DGA*

Political advertising signs and campaign literature for candidates for LISD Trustees will not be permitted on LISD property during working hours prior to Election Day. Candidates and their campaign organizations will not use LISD’s electronic mail system to send campaign literature to employees.

**CHARITABLE CONTRIBUTIONS**

*Policy DG*

The Board or any employee may not directly or indirectly require or coerce an employee to contribute to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called to soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to contribute to a charitable organization, contribute as part of a fundraiser or attend a meeting called for soliciting charitable contributions.
CHILDREN OF EMPLOYEES IN THE WORKPLACE

The primary mission of LISD is to educate students. To that end, LISD has the responsibility to provide a place of instruction that is free from distractions and conducive to learning. Children of employees should not be present in classrooms during the school day or in other LISD offices nor may children be unattended or unsupervised on campus or in an office. Any children of employees who will be present at the workplace during the workday must be pre-approved by the campus/department Principal/supervisor. Employees are responsible for making appropriate childcare arrangements for their children.

Employees with children who are students at the parent’s campus must be professional at all times when discussing administrative policies, campus events, and faculty/employees with or in front of their children. Parents shall respect their teaching colleagues and schedule parent conferences to discuss any concerns or questions and follow all procedures the campus has established for discussing student issues. In addition, children of employees are expected to follow all campus and LISD student procedures and policies.
TECHNOLOGY USE

TECHNOLOGY RESOURCES

Policy CQ

Access to LISD’s technology resources, including its networks, computer systems, data, email accounts, devices connected to its networks, and all district-owned devices used on or off school property are available to employees for instructional and administrative purposes and in accordance with administrative regulations. Access to LISD’s technology resources is a privilege, not a right. All users will be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and will agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies. Violations of law may result in criminal prosecution, as well as disciplinary action by the district. The Technology Acceptable Use Guidelines are found in Appendix III.

Electronic mail transmissions and other use of technology resources by employees are not private and may be monitored at any time by designated district employees to ensure appropriate use. All such records may be subject to Public Information Requests.

DATA PRIVACY

All District employees are required to comply with federal and state data privacy regulations. These regulations include, but are not limited to:

- FERPA - Requires confidentiality of student education records.
- COPPA - Restricts sharing of personally identifiable information by students under 13 when using online services.
- HIPAA - Requires confidentiality of protected health information.
- PPRA – Restricts collection of student data through analysis and evaluations

Confidential information is defined as physical or electronic records containing data which must be protected against unauthorized disclosure. There are two primary classes of confidential information:

- Private Information – Personally identifiable information (PII), protected health information and education records are confidential information and protection is required by multiple state and federal regulations.
- Proprietary Information – Financial, legal and other business records are considered confidential information when unauthorized disclosure could cause serious harm to the administrative business of the District.

Cloud services are defined as any 3rd party resource located outside of District datacenters used for the transmission or storage of data. Cloud services include but are not limited to Google Drive, Google Meet, Microsoft Office365, Microsoft OneDrive, Microsoft Teams, Slack, Filr, Dropbox and many others. Cloud services may or may not be official District partners or services.

To ensure data privacy of students and employees, follow the guidelines below:

- Applications, programs, extensions and websites, which involve student account creation or login constitute sharing of confidential information and must be approved by LISD and submitted through the Digital Resource Approval Process before use.

LISD Contact

For technology questions

Help Desk
X10566
Technology Use

• LISD will use an online portal to house approved programs and applications
  https://launchpad.classlink.com/leander

• Cloud services are approved for use within LISD for instruction and to foster student and employee
  communication and collaboration. **Cloud Services are not approved to house any health information or
  employee records/documentation and transmission or storage of any other confidential information is
  restricted.**

• Confidential information shall be stored on dedicated systems, network drives or approved cloud services
  only. It shall not be stored on computers, laptops, mobile devices, unapproved cloud services or
  removable storage devices. If confidential information must be stored on a mobile or removable storage
  device, contact ITS for encryption options.

• Guidelines for Cloud Service/Slack Use:
  o **Do Not** use Cloud Service apps to create or store data/records/documentation that are already
    housed in another LISD-approved system. Some examples include:

<table>
<thead>
<tr>
<th>District Provided / Approved System</th>
<th>Information Contained</th>
</tr>
</thead>
<tbody>
<tr>
<td>eSPED</td>
<td>Special Education Information</td>
</tr>
<tr>
<td>LEADS &amp; ReviewSnap</td>
<td>Employee Evaluations</td>
</tr>
<tr>
<td>Eduphoria</td>
<td>RtI</td>
</tr>
</tbody>
</table>
| eSchool Plus                      | Grade, Discipline Attendance and Student
  Health Information                        |

  o Information created within Cloud Service that contains student information should not be shared
outside of the Leanderisd.org domain.
  o Information must only be shared as “Specific People Can Access” if shared internally. “Anyone
with the link” sharing is not permitted for confidential information. Please ensure access settings
are set accordingly before sharing.
  o LISD will audit and backup Cloud Service drives to ensure compliance with records retention.

• **Employees should not maintain district information on privately owned devices. Any district information
must be forwarded or transferred to the district to be preserved.**

• Know and follow all other district training guidelines and administrative regulations governing data
privacy.

EMAIL RETENTION

• Emails may contain information that is subject to records retention requirements. Each individual user is
responsible for knowing the retention schedule and retaining information subject to the retention
schedule. The default is to DELETE, not retain, unless it is **required** to be retained.

• Email will remain active in user’s in-boxes for 60 days, at which time it will be moved to the Email
Archive. Email will stay in the Archive for two years after which it will be permanently deleted and will be
irretrievable. Should there be a business reason, such as record retention requirements, to save an email
longer than two years, the user is responsible for saving the email to an appropriate location to be retained.

• If you have questions about email retention, or email that needs to be saved due to government policy,
please refer to the following retention schedules at https://www.tsl.texas.gov/slrm/recordspubs/sd.html
and https://www.tsl.texas.gov/slrm/recordspubs/gr.html

LISD NETWORK/DRIVE RETENTION

• Each individual user is responsible for the knowing the retention schedule and retain information subject
to the retention schedule if stored with the LISD network/drives/equipment.

• Information not falling under retention requirements should be reviewed at least annually and removed if
it is redundant or there is no longer a district need to retain.

• Employees should not store any data on the C drive which is not backed up or archived.

**MOBILE COMPUTING DEVICES**
Mobile computing devices may be issued to LISD employees to provide an efficient tool to conduct LISD business. The LISD mobile computing device is issued to the specified employee and is not to be loaned to other district employees or utilized by non-district employees.

Employees shall follow these guidelines for reasonable use and responsibility:

PROPER TRANSPORT

- Keep devices in an appropriate carrying case.
- Device should be in full sleep mode or off.
- Avoid extreme temperature.

THEFT PREVENTION

- Secure in a safe location.
- Log out when not in use.
- If theft occurs, contact your supervisor immediately.
- LISD funds will not be utilized for replacement or repairs if proper prevention measures are not utilized.

CONFIDENTIAL INFORMATION

- Confidential LISD information shall be stored on dedicated systems, network drives or approved cloud services only. It shall not be stored on computers, laptops, mobile devices, unapproved cloud services or removable storage devices. If confidential information must be stored on a computer, laptop, mobile device or removable storage device, contact ITS for encryption options.

MAINTENANCE

- Back up documents on the appropriate drive.
- Follow LISD procedures for routine maintenance and upgrades upon request.
- LISD devices are frequently scanned for virus protection. If an employee receives a virus warning, please contact the helpdesk.
- For laptops, software will be installed by the helpdesk/district technicians or self-extracted through the Software Center (PC) or Self Service (MAC).
- Unauthorized software is not permitted on LISD devices.
- For other mobile devices, please follow LISD guidelines for acquiring apps.

TRAINING

- Online training resources are available.
- Face to face trainings will be available throughout the year.

DEVELOPMENT OF WEB PAGES

The purpose of the development of web pages is to provide a means of communication with the global community to:

- Provide information about our schools, curriculum and instruction, activities and organizations and specific teachers, classrooms or classes.
- Provide a means for students to research, create and present assignments via the web.

WEB PUBLISHING STANDARDS

- All work must be free of any spelling or grammatical errors.
• Documents may not contain any objectionable material. This includes religious, racial, sexual, violent or profane material.
• No unlawful copies of copyrighted material may be produced or transmitted.
• There will be no personal reference made about staff or students (i.e., home phone numbers, addresses, names of other family members, etc.)
• Published email addresses will be restricted to those of staff members.
• Other than District approved fundraisers or sponsors, no advertisements or endorsements of any kind will be permitted.
• School, curriculum and instruction, specific activity and organizations, and teacher, classroom or program pages must be located within the LISD network. Using outside support organizations for campus/student/school program site is not allowed.
• All publishing of information must be located on District owned or District approved sites.

**Electronic Communications Personal Use**

*Policy DH, FL, GBA, CY*

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), in-app messaging or communications, web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), picture sharing sites (e.g. Instagram), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for LISD students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee’s use of electronic communications interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar communications for personal purposes, the employee is responsible for the content on the employee’s page, including content added by the employee, the employee’s friends, or members of the public who can access the employee’s page, and for Web links on the employee’s page. The employee is also responsible for maintaining privacy settings appropriate to the content. Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

An employee who uses electronic communications for personal purposes shall observe the following:

• The employee may not set up or update the employee’s personal social network page(s) using the LISD computers, network, or equipment.
• The employee shall not use the LISD logo or other copyrighted material of the district without express, written consent.
• An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business in accordance with the Directory Information (completed by student parent/guardian). Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
• The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educators’ Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  o Confidentiality of student records.
- Confidentiality of health or employment information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Confidentiality of district records, including educator evaluations and private email addresses.
- Copyright law prohibiting against harming others by knowingly making false statements about a colleague or the school system.

**Unauthorized Video or Audio Recording**

*Policy DH*

District employees are prohibited from video or audio recording another employee without the other employee’s knowledge and consent.

**Electronic Communications Between Employees, Students and Parents**

*Policy DH, DHB*

A certified or licensed employee, or any other employee designated by the Superintendent or a campus Principal, may use electronic communications with students who are currently enrolled in LISD. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in LISD are prohibited.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization. For an employee who claims an exception based on a social relationship with a student, it is recommended that he/she get parental approval in advance of using two-way communication (e.g. text or IM) with student.

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

- **Electronic communication** means any communication facilitated using any electronic device, including telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an internet website, including a social media website or a social networking website.
- **Communicate** means to convey information and includes a one-way communication, as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication: However, the employee may be subject to LISD regulations on personal electronic communications.
- **Certified or licensed employee** means a person employed in a position requiring TEA certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, Principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicated electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
• Only a teacher, trainer, or other employee who has an extracurricular duty may use direct text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. Teachers with extracurricular responsibilities may text individual students directly if they include another appropriate adult (i.e., another teacher, coach, sponsor, etc) in the text message.

• **There should not be one-on-one conversations with a student through text messaging.**

• The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers - matters relating to class work, homework, and tests and for an employee with an extracurricular duty - matters relating to the extracurricular activity).

• The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for communicating with students. The employee must enable administration and parents to access the employee’s professional page.

• The employee shall not communicate directly with any student between the hours of 12:00 a.m. and 5:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

• The employee does not have a right to privacy with respect to communications with students and parents.

• The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics, including:
  - Public Information Act
  - Family Education Rights Privacy Act (FERPA)
  - Children’s Internet Protection Act (CIPA)
  - Copyright law

• The employee is prohibited from soliciting or engaging in sexual conduct or a romantic relationship with a student.

• Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

• Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.

• All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district’s record retention policy.

• An employee shall notify his or her supervisor in writing within one business day if a student engaged in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

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A staff member may request an exception from this policy directly from his/her Principal.
EMERGENCIES

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter-in-place, lockout, and lockdown procedures. 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 LISD buildings. Employees should know the location of these devices and procedures for their use.

SAFETY

Policy CK

LISD 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. Program activities intended to reduce the frequency of accident and injury include inspecting work areas and equipment, training frontline and supervisory employees, establishing safe work procedures and regulations, reporting, investigating, and reviewing accidents, and promoting responsibility for LISD property on the part of students, employees and the community. Cameras may be placed in work areas for the security of LISD property.

Each campus/department has a plan for emergencies. The plan includes procedures for such emergencies as fires, tornadoes, and other evacuations. LISD Emergency Plan is located on LISD website.

All employees shall adhere to LISD safety rules, guidelines and regulations and shall report unsafe conditions or practices to the appropriate supervisor. In addition, employees must comply with all local, state, and federal regulations. Employees can be held personally responsible for repeat violations including citations written directly to them by local, State, or Federal agencies and subject to disciplinary actions.

Employees are encouraged to let a family member or friend know if they are working alone, after hours for their safety.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion. There are more specific rules regarding employees driving district vehicles that require a CDL.

ASBESTOS MANAGEMENT PLAN

Policy CKA
LISD 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 LISD’s management plan is available for inspection in the Risk Management Department, during normal business hours.

**PEST CONTROL TREATMENT**

*Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a LISD building 48 hours before the treatment begins. Notices are generally located in the work room or break room. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means. Pest control information sheets are available from campus Principals or facility managers upon request.

**EMPLOYEE SAFETY PROTOCOLS RELATED TO COVID-19**

During the COVID-19 pandemic, LISD has developed protocols and other safety measures for our employees. Please refer to the COVID-19 Health Response Handbook for more details.

**DAILY SCREENINGS**

Employees MUST self-screen themselves for COVID-19 symptoms EVERY DAY before they come to work. Should they have any of the symptoms listed in the screening form/app they should not come to work that day.

**SAFETY MEASURES**

All employees are required to practice social distancing and minimizing in person contact which includes maintaining at least 6 feet of separation between individuals. Generally, employees should avoid being in groups of more than 10 individuals when not required as part of normal instructional duties. In certain situations, such as special program staff and students, social distancing may not be possible at all times. In those cases, the district will work with staff on additional safety measures. Employees are required to wear a face mask at all times that they are within six feet of any other individual and when entering a building or any common area. Employees should wash or disinfect hands and surfaces regularly while at the worksite and especially after interaction with other individuals or contact with shared items.

**MASKS**

Employee masks should completely cover the nose and mouth and should follow the guidelines of the general dress code, including ensuring that no mask:

- features pictures, emblems, writings, or slogans that are lewd, offensive, risqué, vulgar, obscene, provocative, or that convey hate messages or racially, religiously, or ethnically demeaning messages may be worn
• disrupts the work environment or create a health or other hazard to an employee’s safety or the safety of others.
• depicts tobacco products, alcoholic beverages, drugs or any other dangerous, prohibited, or controlled substance.
• identifies, condones, depicts, or promotes an employee’s part of an unauthorized group, such as a gang.
• promotes violence, weapons, bombs, illegal acts, or anything that could be construed as provocative or offensive or otherwise distract from the work environment, as determined by the supervisor.

EMPLOYEE SYMPTOMS, DIAGNOSIS, OR EXPOSURE

Employee With Covid-19 Symptoms

If an employee has COVID-19 symptoms (Employee has symptoms listed below in a way that is not normal for them):

• feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
• loss of taste or smell
• cough
• difficulty breathing
• shortness of breath
• fatigue
• headache
• chills
• sore throat
• congestion or runny nose
• shaking or exaggerated shivering
• significant muscle pain or ache
• diarrhea
• nausea or vomiting

The employee must:

• Immediately leave LISD property
• Immediately notify supervisor AND Colleen Corrigan in HR at 512-570-0113 or colleen.corrigan@leanderisd.org
• Contact your healthcare provider to determine if you should seek testing
• Remain home until cleared by HR to return to work

Employee Is Waiting On Covid-19 Test Results

If an employee has been tested for COVID-19 and is waiting on test results, the employee MUST:

• Immediately leave LISD property
• Immediately notify supervisor AND Colleen Corrigan in HR at 512-570-0113 or colleen.corrigan@leanderisd.org
• Remain home until cleared by HR to return to work
• With supervisor approval, some employees may be able to continue to work remotely depending on their role, ability to manage their job duties at home

Employee Diagnosed With Covid-19 (Positive Test)

If an employee has received a positive COVID-19 test result, the employee MUST:

• Immediately leave LISD property
• Immediately notify supervisor AND Colleen Corrigan in HR at 512-570-0113 or colleen.corrigan@leanderisd.org
• Remain home until cleared by HR to return to work

Employee With Direct Exposure - Personal Contact

If an employee has been directly exposed to an individual outside the work environment (e.g. family, housemate, friend) who has tested positive for COVID-19. The employee MUST:

• Immediately leave LISD property
• Immediately notify supervisor AND Colleen Corrigan in HR at 512-570-0113 or colleen.corrigan@leanderisd.org
• Remain home until cleared by HR to return to work

Employee With Direct Exposure - LISD Employee

If an employee has tested positive for COVID-19, HR will directly contact any other employees to determine if they had direct exposure to the employee who has tested positive (direct exposure is defined as being within 6 feet for a duration of 15 minutes or more or being directly exposed to infectious secretions (e.g. being coughed on while not wearing a mask).

• If HR determines the employee did not have direct exposure with the employee who tested positive, the employee will be allowed to remain at work and self-monitor for symptoms.
• If HR determines that the employee did have direct exposure with the employee who tested positive, the employee will remain home until cleared by HR to return to work.

Employee With Direct Exposure - LISD Student

If an LISD student has tested positive for COVID-19, HR will directly contact any employees to determine if they had direct exposure to the student who has tested positive (direct exposure is defined as being within 6 feet for a duration of 15 minutes or more or being directly exposed to infectious secretions (e.g. being coughed on while not wearing a mask or face shield).

• If HR determines the employee did not have direct exposure with the student who tested positive, the employee will be allowed to remain at work and self-monitor for symptoms.
• If HR determines that the employee did have direct exposure with the student who tested positive, the employee will remain home until cleared by HR to return to work.

EMPLOYEE COVID-19 LEAVE

An employee may be eligible for up to 10 days of paid leave (outside of their regular annual leave granted by LISD) for the following reasons:

• Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis
• Employee has been advised by a healthcare provider to self-quarantine related to COVID-19 and has provided the documentation to HR

An employee may be eligible for up to 10 days leave at 2/3 pay to care for a family member that is diagnosed with COVID-19.

An employee may be eligible for up to 12 weeks of paid sick leave and expanded family and medical leave at 2/3 pay if caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19.
COVID-19 related reasons. Should an employee be eligible for any of these leaves, HR will code these into AESOP directly. NOTE: An employee who experiences multiple instances of symptoms, testing, or quarantine is only allowed a maximum of 10 days of paid leave per federal law. If additional time is needed, the employee will be required to use their personal accrued leave or go into leave without pay as they would with any other illness.

ACCOMMODATION/LEAVE REQUESTS

Any employee that has a medical condition or must care for a family member with a medical condition that would prevent them from working onsite, should contact HR to request leave at LeaveRequest@leanderisd.org. Any employee wishing to request an accommodation under the Americans with Disabilities Act, should contact HR to discuss the accommodation at LeaveRequest@leanderisd.org.

REMOTE WORK

If the district is providing in-person student learning, then any request for an employee to work remotely from their home must be approved by HR and their supervisor. Please see Appendix V – Remote Work Expectations.

OTHER EMPLOYMENT

Should LISD need to move to all employees working remotely due to a change in the COVID-19 environment and anytime an employee might be working virtually, employees must remember that they must disclose any outside employment to HR. Teachers are not allowed to seek employment with parents to teach or tutor their assigned students or any other students during set campus hours.

INFECTION CONTROL PROCEDURES

Policy DBB

Infection control is promoted using universal precautions to decrease the risk of exposure to potentially infectious materials. Two important factors in preventing the spread of infection are washing hands frequently and after any possible exposure to infectious materials.

General information concerning the risk of exposure can be obtained from the employee’s supervisor. All employees with an exposure incident must immediately report the exposure to their supervisor and complete an Exposure Incident Report and an employee’s First Report of Injury or Occupational Disease form.

HAZARDOUS COMMUNICATION STANDARD

LISD provides Safety Data Sheets (SDSs), for each hazardous chemical, to communicate information on these chemical hazards to users.

All hazardous chemicals must be properly labeled and have an SDS available. If an accident or spill should occur, refer to the label or the SDS for proper emergency information or for proper clean-up instructions. Campus areas such as Science, Cosmetology, Shops and other areas that use or store chemicals must retain SDSs in their immediate area. Support Departments such as CNS, Custodial and Maintenance must also retain SDSs in their work area. Employees are not allowed to bring chemicals on to LISD property that have not been approved to be used or stored.

LISD Contact

For hazardous material questions
James Hindman
Security Environment Specialist
X10136
GENERAL OFFICE POLICIES

NAME AND ADDRESS CHANGES

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary by using the Employee Change Information Request or updating in Employee Access.

EMPLOYEE RECORDS

Policy DBA, GBA

Most LISD records, including employee records, are public information and must be released upon request. In most cases, an employee’s personal email address is confidential and may not be released without the employee’s permission.

Employees may choose to have the following personal information withheld:

- Address.
- Phone number, including personal cell phone numbers.
- Information that reveals whether they have family members.
- Emergency contact information.

The choice to not allow public access to this information or change an existing choice may be made at any time by completing the Employee Change Information Request or updating in Employee Access. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to an exception for disclosure of personal or confidential information.

DRESS CODE

Supervisors will determine and communicate the dress and grooming requirements for their department. The dress and grooming of LISD employees shall be clean, neat, and in a manner appropriate for assignments.

Administrators will use their professional judgment in determining whether an employee’s attire is inappropriate.

The provisions of the dress and grooming code are enforced on all LISD property during normal work hours and at school-sponsored activities. LISD encourages employees to maintain high standards of dress, grooming, and personal appearance. Employee dress and grooming should meet the following standards:

GENERAL INFORMATION

- No clothing featuring pictures, emblems, writings, or slogans that are lewd, offensive, risqué, vulgar, obscene, provocative, or that convey hate messages or racially, religiously, or ethnically demeaning messages may be worn (including jewelry or accessories).
- No dress or grooming shall disrupt the work environment or create a health or other hazard to an employee’s safety or the safety of others.
- No apparel or accessories shall depict tobacco products, alcoholic beverages, drugs or any other dangerous, prohibited, or controlled substance.
• No attire that identifies, condones, depicts, or promotes an employee’s part of an unauthorized group, such as a gang.
• No clothing or accessories that promote violence, weapons, bombs, illegal acts, or anything that could be construed as provocative or offensive or otherwise distract from the work environment, as determined by the supervisor.
• No extremes in any type of clothing, footwear, make-up, hair, or jewelry will be permitted.
• No pajamas, sleepwear, or house slippers of any kind.
• No clothing that is too tight such as spandex/Lycra unless worn with a dress, skirt, or tunic (using the standards that are applied to shorts, skirts, and skorts).
• No holes in apparel that expose any areas that are not allowed by this dress code.

CLOTHING

• Shorts, skirts, and skorts must be at finger-tip or mid-thigh length as measured with relaxed shoulders.
• Pants, jeans, shorts, skirts, and skorts must be worn at the hip and cover undergarments.
• No strapless tops, spaghetti-strap tops, backless, halters, large armholes, or off-the-shoulder tops.
• No low necklines (which reveal cleavage).
• No see-through or mesh shirts.
• Tops must meet the beltline and must not reveal undergarments or skin.
• No full-length jackets and coats such as those commonly referred to as “trench coats” or “dusters”.

EYEWEAR AND ACCESSORIES

• No sunglasses shall be worn in building.
• No metal-studded collars, choker chains, armbands, wristbands, chains, or other metal-studded accessories are permitted.

EMERGENCY SCHOOL CLOSING

At the direction of the Superintendent, school may be canceled due to bad weather, epidemics or other emergency conditions. When it becomes necessary to open late, to release students early, or cancel school, LISD officials will make an announcement. Announcements will be made on local radio and TV stations in a timely manner, posted to the LISD website and an automated phone call may be placed to employees. Immediate supervisors may direct employees to report to work if it is essential. If the workday is shortened (late opening or early dismissal) due to bad weather, employees will be notified of their work schedules as soon as possible.

VISITORS IN THE WORKPLACE

Policy GKC

All visitors are expected to enter any LISD facility through the main entrance and sign in or report to the building’s main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on LISD premises should immediately direct him or her to the building office or contact the administrator in charge. Employees who are visitors to other campuses are required to sign in.
BUILDING USE

Policies DGA, GKD

The Facilities and Operations Department is responsible for scheduling the use of the buildings after school hours. Scheduling should be done through the specific campus office, using the appropriate LISD software. A weekly calendar of building usage is available on each campus. If after-hours building use is not booked using the district booking software, then the requestor’s building space may be overridden by an authorized booking. Fine Arts and Athletics employees must use the booking software to book practice spaces, if needed after hours, to avoid being overridden by another group.

DISTRICT TOOLS AND EQUIPMENT USE

LISD resources may not be used for personal use except where expressly permitted in policy. Tools, machines, and other district-owned equipment are for school use only. Employees may not use LISD electricity to charge their automobiles or vehicles.

Reasonable care and caution should be taken when using any tools or equipment that are the property of LISD. Any tools or equipment that are not functioning properly should be reported to the immediate supervisor. When it is necessary to borrow LISD tools or equipment for district use and to remove them from LISD property, a Custody Receipt form shall be completed. These forms are available from the Principal/supervisor. Personal use of LISD tools or equipment is not permitted.

DISTRICT PROPERTY

LISD employees are responsible for maintaining LISD property in the condition that they received it. This includes, but not limited to, classroom, offices, furniture, etc. Employees are not allowed to paint their classroom, offices or office furniture without completing a Facility Improvement Request form (check with your campus administrative assistant for location of form) and receiving proper approvals. Employees will be subject to discipline and may be required to reimburse the district for damage done to district property.

LISD cellular devices are to be used for business purposes. Predetermined usage amounts are set based on the employee’s job function and anticipated business requirements. LISD will regularly review individual usage. In addition, excessive usage will be reviewed and evaluated to ensure that cellular devices are used for their intended business purpose. Employees are required to reimburse the district for personal use of an LISD issued cellular device. Transmissions and content on LISD cellular devices and resources shall not be considered private and designated District employees shall be authorized to monitor employees’ use of such resources at any time to ensure appropriate use. All communication on district-owned devices should be professional and in accordance with district standards of conduct.
DISTRICT VEHICLES USE

Employees who drive a LISD vehicle represent the district. The employee must be 21 years old and have an acceptable annual motor vehicle record (MVR), according to standards developed by the Texas Department of Public Safety (DPS). Guidelines for evaluating non-CDL licenses are the same as those for CDL drivers. Driving shall be done in a safe manner and all applicable rules of the road must be observed. Employees are liable for any penalties (fines, etc.) incurred during the period for which they are responsible for the vehicle.

MAIL

Inter-campus/department and U.S. mail is picked up and delivered according to the mail schedule for each campus and department. Employees’ personal mail may not be delivered to their place of employment. Personal U.S. mail must be stamped.

IDENTIFICATION BADGES

Employees are always to wear identification badges with their face clearly visible while on duty. Loss of a badge must be reported to the employee’s supervisor or the Human Resources Department immediately. The face of the badge cannot be altered without approval from the Risk Management Department for security reasons. For protection and control of a key card badge, do not leave unsecured or let another person use your badge. To protect key card badges against damage, do not pierce card with a sharp object or leave it in direct sunlight. Employees will be responsible for the cost of new badges: $5 for a badge without key access and $20 for badges with key access.

SECURITY AND SAFEGUARDING DISTRICT PROPERTY

All employees are responsible for safeguarding district property from loss or damages. Employees should:

- Safeguard your keys, badge and district technology resources from theft or misuse at all times by keeping them on you or secured. Do not leave keys or badges, lying on a desk or hanging on the wall. Do not loan keys or badges to anyone. Report lost keys or badges immediately to your campus or department office. Do not leave district technology resources in an unlocked car or building.
- Ensure exterior doors are locked and secured if kept locked during the day or if after hours. Do not prop open exterior doors. Report doors that do not secure properly.
- Question individuals without a badge or visitor identification by asking, “May I help you?” and directing them to the campus or department office.
- Report suspicious or threatening situations to your campus/department office. Be sure to note any details that may be needed. If necessary, or if after hours, call 911 to report then call supervisor.
RESPONSIBILITY FOR KEYS

The employee is responsible for all keys under his/her control. Loss of keys must be reported to the supervisor immediately. Replacement rates are: $20 per key, times the number of doors the key opens, to a maximum of $100 per key.

EMPLOYEE TRAVEL

Policy DEE

Employees may be asked or required to travel on LISD business. Employees will be reimbursed for necessary travel expenses. All travel requires prior approval from the employee's supervisor and the Superintendent or his designee. Failure to submit a travel reimbursement and receive approval in advance may result in the travel not being reimbursed, either partially or fully.

Reimbursements will be made in the fiscal year traveled, except for travel which occurs at the close of the fiscal year, which will be reimbursed the following month as necessary. Employees are required to submit required receipts and documentation promptly upon return from the trip. When traveling using general funds, employees shall receive a per diem for meals and are not required to provide receipts. The campus Principal or department administrator may set reimbursement limits that may be lower than the amounts stated in the district travel guidelines. They may also set a reduced limit on the total amount to be reimbursed for a trip. The budget manager is responsible for stating what they will and will not be responsible for reimbursing. Leave time may be periodically verified against mileage and travel reimbursement requests. Travel reimbursements will be made by direct deposit.

Non-exempt employees that are required to travel to an assignment outside of their regular workplace (e.g. conference) will be compensated for all travel time to and from the different workplace if they drive themselves or others. Non-exempt employees who are passengers to a different workplace will only be compensated for travel time that is longer than their regular commute. Employees are responsible for tracking, calculating and reporting travel time on their timesheets. Employees that must travel from one worksite to another, as required for their job, will be compensated only for the time required to travel to the site.

Travel on federal or grant funds is regulated separately from local policy. Receipts for all meals are required when traveling on federal or grant funds. No reimbursement will be made if an employee does not submit required receipts for grant-funded travel.

Employees will be reimbursed for the applicable lodging rate only. Extenuating circumstances must be addressed prior to the travel with the employee's supervisor, and approval for an exception must be obtained in advance from the Finance Department. Employees who use their own vehicles for work-related travel must have appropriate auto/liability coverage. No employee is authorized to drive on LISD business without a current, valid driver’s license.

PURCHASING PROCEDURES

Policy CH

All requests for purchases must be submitted to the Purchasing Department using a requisition in the Enterprise Resource Planning (ERP) system or paid by LISD credit card. No purchases, charges, or commitments to buy goods or services for LISD can be made without a PO number. LISD 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 LISD’s business office. All purchasing procedures must be followed including federal, state,
and local regulations and guidelines. Employees that are authorized to use a LISD credit card are responsible for checking out the card and notifying the Business Services Department immediately if a card is lost or stolen.

Any district staff making unauthorized or personal purchases shall assume full responsibility of all charges and may be required to pay back the district. In addition, employees are not permitted to make purchases for personal use.

**WORK ORDERS**

When routine building and grounds repairs are needed, a Work Order must be submitted. Work Orders are submitted electronically by each campus/department.

**WRITING PERSONAL CHECKS**

If an employee writes a check to any LISD campus, department, club, or organization that is returned unpaid by the employee’s bank, LISD, through its contracted check collections agent, will redeposit the check electronically. Additionally, the employee understands and agrees that LISD may electronically collect a returned check fee of $30.00 plus applicable sales tax. The use of a check for payment is the employee’s acknowledgment and acceptance of this policy and its terms.

**SERVICE ANIMAL GUIDELINES**

Service Animals are allowed on campus and in district buildings in accordance with the Americans with Disabilities Act. A student who wishes to bring a service animal to a campus must seek approval by the campus or building administrator, in consultation with Legal Services. An employee who wishes to bring a service animal to work as part of an accommodation under ADA must contact Human Resources. The use of a service animal must be in compliance with District guidelines at all times.

**ANIMALS IN THE CLASSROOM**

Teachers who wish to use animals in the classroom as a teaching aid must request approval from the Principal in advance. Animals must be connected to curriculum. There must be an educational purpose for having the animal (example: life cycle of a frog, colonization of ants, etc.). Review the TEKS of the particular grade level for determining the appropriate type of animal to use. Only the required number of a particular species needed to accomplish the TEKS should be brought in (example: a pair may be necessary to demonstrate reproduction systems but in other cases only one is necessary). In addition, the animal is only allowed during the time needed to teach the TEKS such as a day or two. Please refer to Animals in the Classroom Guidelines.

Due to possible health risks or classroom disruptions, careful consideration should be made regarding the request and type of animal allowed. Issues to consider:

- Allergic and asthmatic reactions – students and staff
- Scratches or bites
- Noises, smells and messes – disruption to the school day
- Parent concerns and student fears

Animals not allowed:
- Wild and dangerous, such as a boa constrictor
- Poisonous animals
- Animals known to bite
- Animals with high odors such as ferrets, unless they have been de-scented but also known to bite
• Animals known to carry diseases such as chicks, ducks, snakes, lizards, turtles, hedgehogs, and iguanas

Animals better suited:

• Domesticated, tame rabbits
• Hamsters
• Fish
• Frogs
• Ant farm

Teacher must send a notice, in advance, to the parents to notify them of when there will be an animal in the classroom. If the students will handle the animals then the parents must sign a permission slip. In addition, students must be instructed on proper handling of the animal, as well as proper hand washing.

Teacher is responsible for cleaning up after the animal; it is not the responsibility of the custodians.

PERSONAL APPLIANCES

Employees are allowed to bring mini-refrigerators and water coolers to their workspace. Mini refrigerators and water coolers must be direct plugged into a wall outlet and may not be plugged into any type of extension cord or surge protector.

Mini refrigerators must meet the following specs:
   a) Must be Energy Star Certified.
   b) Must fit in a 24” by 24” space, and no taller than 28.”

Water coolers must meet the following specs:
   a) Must be Energy Star Certified.
   b) No hot water dispenser is allowed, due to safety reasons.

Staff that purchased an appliance permit during the 2018-19 school year will be allowed to keep their permitted appliance (mini fridge and/or water cooler) regardless if it does not meet the above requirements. Any new appliance must meet the above requirements.

Student or staff medication May NOT be kept in personal refrigerators on a campus. All medication(s) on a campus must be kept in the nurse’s office.

ACCESS TO PUBLIC INFORMATION

Policy GBAA

Employees may seek access to public information. Guidelines for obtaining public information and availability are on the LISD website. Upon written request, the employee will be informed of the approximate cost and time frame.

LISD Contact

For refrigerator questions

Jimmy Disler
Chief Facilities and Operations Officer
X10640
**STUDENT ISSUES**

**EQUAL EDUCATIONAL OPPORTUNITIES**

*Policies FB, FFH*

LISD does not discriminate on the basis of race, color, religion, national origin, sex, genetic information, or disability in providing education services, activities, and programs, including vocational programs. LISD shall ensure that all students have equal access to LISD’s programs, instructional materials, and resources, and that all children are given equal access to academic growth and development within the educational arena.

**STUDENT RECORDS**

*Policy FL*

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student’s records before this time.
- School officials with legitimate educational interests.

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

**DISTRICT GRADING GUIDELINES**

The grading record should be a teacher’s record of evidence to support grades reported on the report card. Grades should be logical, justifiable, and sufficient in number to assure that the report card grade is an accurate measure of the student’s progress and achievement. Teachers should follow the [Elementary District Grading Guidelines](#), [Middle School Grading Guidelines](#) or [High School Grading Guidelines](#).

**PARENT AND STUDENT COMPLAINTS**

*Policy FNG*

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 district central office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus Principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a Principal’s response.
ADMINISTERING MEDICATION TO STUDENTS

Policy FFAC

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

SAFEGUARDING MEDICATION

LISD Employees should take all precautions to safeguard prescription and over-the-counter personal medications. Medications should not be left on desks or in unlocked classrooms or offices.

DIETARY SUPPLEMENTS

Policies DH, FFAC

LISD 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. LISD 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 MEDICAL INFORMATION

The Health Insurance Portability and Protection Act (HIPAA) and the Texas Medical Records Privacy Act require that all student medical/health information be kept in strict confidentiality.

STUDENT CONDUCT AND DISCIPLINE

Policy FN and FQ

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbooks and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by LISD. Only those employees who are authorized to discipline students will do so. (Specific procedures are addressed at the campus level.) However, all LISD employees are responsible to report student violations of the Student Code of Conduct to the Principal or designee.
**Student Attendance**

*Policy FEB*

Teachers and employees should be familiar with LISD’s policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they can 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. Attendance must be taken by teachers every period each class day. These requirements are addressed in campus training and in the Student Handbook. Contact the campus Principal for additional information.

**Student Travel**

LISD recognizes that a comprehensive educational program occasions arise that require student travel away from the regular school locations. In the case of athletics, bands, cheerleaders, choirs, dance teams, FFA, pep squad, theatre arts, and other similar organizations, these trips may entail student travel away from the greater Austin area in order to participate in performances, competitions, and guest appearances representing the district. Trips will only be made to attend an event that primarily involves competition, performance, or a guest appearance of the organization requesting the trip and not for recreation alone. The purpose of the trip should reinforce the curriculum of the course.

All requests for student trips must first be approved by the appropriate curriculum director (i.e., Director of Fine Arts, Director of Career and Technology Education, etc.) and also by the Principal. In addition, the Superintendent or designee must approve trips that include out-of-state travel.

If a school employee chooses to sponsor a group of students for travel that is not sponsored by the district (for example, the Spanish teacher taking a group of students to Spain), the sponsor must ensure that parents are aware that the trip is not school-sponsored and indicate such in parent permission forms. The sponsor will not be covered by Workers’ Compensation. Finally, the standard immunity from prosecution granted school employees may not be applicable for the event sponsor. Trips not sponsored by Leander ISD should not result in students missing any instructional days.

All LISD employees must abide by the detailed [Student Travel Guidelines](#).

**Transporting a Student in a Personal Vehicle**

To protect employees, transporting a student in a personal vehicle is prohibited except in an emergency situation with prior approval from Risk Management.

**Bullying**

*Policy FFI, FFH*

LISD is committed to creating a culture of kindness and caring where bullying, including cyber-bullying, is not tolerated. Please refer to LISD’s [Bullying Prevention Program](#) for more information.
What all employees need to know about bullying:

- Employees must report all cases of student complaints of bullying to their supervisor. LISD’s policy includes definitions and procedures for reporting and investigating bullying of students.
- The law requires that all cases of bullying must be taken seriously, acted upon in a timely fashion and investigated based upon the training that is provided by LISD.
- All campus employees will be required to receive annual training on bullying.
- For additional information on bullying, refer to the Student Handbook.

HAZING

Policy FNCC

A person commits an offense if the person has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Principal, Superintendent, or designee. 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.

PARENTAL RIGHTS REGARDING INSTRUCTIONAL RESOURCES

Policy EF

A parent is entitled to review all teaching materials, textbooks, and other teaching aids used in the classroom of the parent's child and to review each test administered to the child after the test is administered. LISD will make teaching materials and tests readily available for parental review and may specify reasonable hours for such review.

A student's parent is entitled to request that LISD allow the student to take home any textbook used by the student. Subject to the availability of a textbook, LISD or school will honor the request. A student who takes home a textbook must return the textbook to school at the beginning of the next school day if requested to do so by the student's teacher.

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material, that will be used regarding any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education shall be available for inspection by the parents or guardians of the children.

PARENTAL CONSENT NEEDED

Policy EF

Students are not required to participate in a survey, analysis, or evaluation as part of any program that reveals information concerning the following topics without prior written consent of parents. Parents will be able to inspect such material.

- Political affiliations or beliefs of the student or the student’s parents.
• Mental and psychological problems of the student or the student’s family.
• Sex behavior and attitudes.
• Illegal, anti-social, self-incriminating, and demeaning behavior.
• Critical appraisals of other individuals with whom respondents have a close family relationship.
• Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
• Religious practices, affiliation, or beliefs of the student and the student’s parent.
• Income (other than that required to determine a child’s eligibility for participation in a program or for receiving financial assistance under such a program).
• Teachers may not require students under the age of 13 to submit personally identifiable information to any commercial Internet site.

**Parental Rights Regarding Surveys and Activities**

*Policy EF*

Parents have the right to receive notice and opt their child out of:

• Participating in any survey concerning the information listed above.
• School activities involving the collection, disclosure, or use of personal information collected from their child for marketing or selling that information.
• Any nonemergency, invasive physical examination or screening as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under state law.

**Student Right to Pray**

*Policy FNA*

A school student has an absolute right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. A student will not be required, encouraged, or coerced to engage in or refrain from such prayer or meditation during any school activity.

**Student Religious expression in Assignments**

Students may express their beliefs about religion in their school assignments to the same extent that non-religious expression is allowed. Assignments should be judged by ordinary academic standards of substance and relevance, and against other legitimate pedagogical criteria identified by the school.

**Pledges of Allegiance**

*Policy EC*

The Board will require students, once during each school day, to recite the pledges of allegiance to the United States and Texas flags. On written request from a student’s parent or guardian, LISD will excuse the student from reciting pledges of allegiance.
MOMENT OF SILENCE

Policy EC

The Board will provide for the observance of one minute of silence following the recitation of the pledges of allegiance. During the one-minute period, each student may reflect, pray, or meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Each teacher or other school employee in charge of the students during that period will ensure that each student remains silent and does not act in a manner that is likely to interfere with or distract another student.
EMPLOYEE TERMINATIONS

CONTRACT EMPLOYEES RESIGNATION

Policy DFE, DF, DHB

Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A signed and dated written notice of resignation should be submitted to their Principal. Contract employees may resign at any other time only with the approval of the Superintendent or his designee. Resignation without consent may result in disciplinary action by the TEA.

The Principal is required to notify the Superintendent of an educator’s resignation within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency. The Superintendent will notify SBEC when an employee resigns, and reasonable evidence exists to indicate that the employee has engaged in some of the same acts.

The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent’s ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. “Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

NONCONTRACT EMPLOYEE RESIGNATION

Noncontract employees may resign their position at any time. A signed and dated written notice of resignation should be submitted to their supervisor 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.

The Principal is required to notify the Superintendent and Chief HR Officer of a noncertified employee’s resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. Principals may use this form for reporting. The Superintendent or designee will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee’s resignation or termination following an alleged incident of misconduct described above.

CONTRACT EMPLOYEES DISMISSAL OR NONRENEWAL

Policies DFFA, DFAB, DFBA, DFBB, DFD, DFCA, DFD, DFF, DFFA, DFFB
Employees on probationary or term contracts can be dismissed during the school year according to the procedures outlined in LISD policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee’s certification is revoked for misconduct.

**Noncontract Employees Dismissal**

*Policy DCD*

Noncontract employees are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for LISD to dismiss any employee for reasons of race, color, religion, gender, 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.

The Principal is required to notify the Superintendent or designee of a noncertified employee’s resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. **Principals may use this form for reporting** The Superintendent or designee will notify TEA within seven business days of receiving a report from a principal or knew about an employee’s resignation or termination following an alleged incident of misconduct described above.

**Discharge of Convicted Employees**

*Policy DF*

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person’s employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

**Non-Extension of Non-Chapter 21 Contracts**

If LISD decides not to offer another contract to a Non-Chapter 21 Contract holder, the employee’s contract shall simply be allowed to expire. There are no rights or procedures beyond the last day of the contract term.

**Exit Procedures**

Employees leaving LISD should complete an electronic exit survey. Separating employees are sent an exit email with instructions for providing a forwarding address and phone number and records request. All LISD keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

**Texas Education Agency Reports**

*Policy DF, DHC*

The resignations or dismissal of a certified employee must be reported to the TEA Division of Investigations if there is evidence that the employee was involved in any of the following:
• Any form of sexual or physical abuse of a minor or any other unlawful illegal conduct with a student or a minor.
• Soliciting or engaging in sexual contact or a romantic relationship with a student or minor.
• The possession, transfer, sale, or distribution of a controlled substance.
• The illegal transfer, appropriation, or expenditure of LISD property or funds.
• An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation.
• Committing a crime on LISD property or at a school-sponsored event.
• Violating assessment instrument security procedures.

The reporting requirements above are in addition to the Superintendent’s ongoing duty to notify TEA when a certified employee or applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. “Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the Superintendent or designee if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact, with a student or minor.

**REPORTS CONCERNING COURT-ORDERED WITHHOLDING**

LISD is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

• 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.

**FINAL PAYCHECK FOR NONCONTRACT EMPLOYEES**

An employee’s final paycheck will not be issued until the normal pay date of the pay period in which the termination occurred. If an employee leaves LISD before the end of the work year, the cost of any used but unearned leave days taken shall be deducted from the employee’s final paycheck.

**ACCRUED DAYS**

Accrued days of leave are a benefit that is available to the employee while in the employment of LISD. When employment is terminated with the district, the employee does not receive any compensation for accrued local leave days or for accrued state leave days. However, accrued state leave days may be transferred between districts.

**REDUCTION-IN-FORCE**

*Policies DFF, DFBB, DK*

It may be necessary to reduce the number of employees at a campus/department, or the district. LISD is always free to change its organizational structure as it seeks to increase its efficiency. The Board may terminate a term or probationary contract and discharge a contract employee at any time due to a financial exigency that requires a
reduction in employees. When a position is eliminated due to a necessary reduction in force, LISD must transfer the employee to a different position if the teacher meets the LISD’s objective criteria for that position. Objective criteria may include credentials, education, experience, applying for the position, and interviewing for the position. LISD need not offer a position to a teacher who refuses to apply and interview for an open position.
APPENDIX I – CATASTROPHIC EVENT BENEFIT

Purpose
Leander ISD established the Catastrophic Event Bank (CEB) benefit to alleviate some of the hardship caused to an employee and the employee’s family when a catastrophic illness or injury forces the employee to exhaust all leave and lose compensation. The benefit is designed to enable employees to receive or provide critical care for themselves or family members, relieving some anxiety of the possibility of a sudden loss of income, while being confronted by catastrophic illness or injury. CEB cannot be used for bereavement.

Who Is Eligible?
Membership to the CEB is available on a voluntary basis for all employees who are eligible for LISD insurance benefits. Employees may join during the open enrollment period at the end of each school year. CEB benefits may be requested for:

- Employee
- Spouse of employee (including those defined as same sex legally married)
- Son, step-son, daughter, step-daughter of employee
- Child for whom the employee is legal guardian.

How to Join
Membership requires a donation of one leave day, per year. An employee’s “day” is equivalent to the number of hours in that employee’s typical day. Any leave days donated remain in the bank and cannot be returned, even upon cancellation of the membership.

Enrollment Period
The open enrollment period is at the end of each school year. For employees hired after the open enrollment period, employees may enroll during the first two weeks of employment. Enrolled employees become eligible for CEB benefits on their 1st calendar work day. Employees who do not join the CEB during open enrollment period are ineligible to join until the next school year’s open enrollment period.

What Qualifies as Catastrophic
A catastrophic injury or illness is defined as a condition or combination of conditions that has incapacitated the individual from work 5 or more consecutive days and requires the employee/eligible family member to be under care of a M.D. or D.O. during the entire period of leave, in addition to:

1. Is life-threatening or
2. Requires major medical treatment, such as emergency surgery, chemotherapy, or radiation.

Examples of catastrophic illness or injuries: heart attack, stroke, cancer, and major trauma.

What Does Not Qualify as Catastrophic
1. The condition of pregnancy does not qualify for CEB. However, medical complications that arise from childbirth may be considered.
2. Routine illnesses, such as the flu, typically do not qualify as catastrophic. However, complications associated with the minor illness may qualify.
3. Outpatient surgeries typically do not qualify as catastrophic.
4. Bereavement does not qualify for CEB.
5. Chronic health conditions typically do not qualify as catastrophic. However, major medical complications that arise from a chronic health condition may be considered.
6. Elective surgeries do not qualify as catastrophic.

LISD Contact
For CEB questions
Cristin Wickets
District Nurse
X10139
Appendix I – Catastrophic Event Benefit

Examples of non-qualifying events: chronic back pain, broken bones, and minor vehicle accidents

Official Procedures
Eligible employees wishing to join the CEB must complete the Enrollment/Cancellation Memo distributed at the end of each school year during open enrollment. The leave day donated to become a member of the CEB will be deducted from the employee's local leave balance. After joining, membership in the CEB continues from one year to the next without the employee needing to submit a new application. The Human Resource Department will automatically deduct the leave day required for continued membership during the open enrollment period, unless and until the employee chooses to cancel membership. (See Requirements and Limitations.) Employees will receive a reminder of this automatic deduction in the annual CEB memo during open enrollment. If an employee wishes to cancel membership, the change must be made during Open Enrollment by completing the Enrollment/Cancellation Memo and returning to the CEB Administrator. Once the leave day is deducted for membership, it may not be refunded.

How to Request CEB Benefits
A member who requests days from the Bank must submit to the CEB administrator prior to an extended medical leave, if possible, or within 30 days after returning to duty, forms containing the following information:

1. A completed and signed CEB Application.
2. The attending physician's statement must include:
   - Identification of the nature of illness and/or extent of injury.
   - Date of initial onset of this particular condition.
   - Anticipated date eligible to return to work on a full or part-time basis.
   - Statement from the physician that the condition is not a pre-existing condition.
3. Intermittent leave may be approved in limited circumstances.
   - If an employee’s condition requires the need for intermittent CEB leave days, an additional physician’s statement will need to be provided, supporting the need for intermittent leave as part of the treatment plan (i.e. chemo, radiation). Follow up appts and recovery therapies (i.e. PT, OT) do not qualify for intermittent leave.

The CEB committee may refuse to consider an application that does not contain the required information. If a member is critically ill and unable to file an application for CEB benefits, the school principal, immediate supervisor, or department head may initiate the application form at the request of the family. CEB forms must be completed and filed separately from FMLA or short-term disability forms.

CEB benefits will be evaluated by a committee comprised of 5 Registered Nurses with 3 of the 5 performing the clinical chart review on a rotating basis. If after the review of the medical records, the diagnosis rises to the level of catastrophic, CEB days will be awarded to the employee.

Requirements and Limitations
Benefits from the CEB are available only after the member has exhausted all accumulated state and local leave days and any accumulated compensatory time. Employees who receive vacation days must also exhaust all those days. CEB benefits are granted only for absences from working and will not be granted for holidays, vacation days, or other such days for which the employee is not paid. An employee may use the granted CEB days only for the qualifying event. Follow-up appointment/recovery /therapies (i.e. PT, OT) do not qualify. If a CEB member does not use all of the days granted from the CEB, the unused days will be returned to the District. When an employee is eligible for Workers’ Compensation or has a disability plan, the CEB payment will be balanced with the benefit. In no case will CEB benefits cause an employee to receive more than his/her expected salary. An employee is ineligible for CEB membership if they have received CEB benefits five of the last eight years. CEB benefits should be requested in advance when it can be anticipated that the CEB will be needed. This will help avoid temporary loss of wages. A request for benefits from CEB can be submitted as early as five days in advance of the exhaustion of all accrued paid entitlement (state/local leave, compensatory, vacation, as applicable). A CEB member may also request benefits on a reimbursement basis. All requests for reimbursement shall be made no later than 30 days after the member returns to work or within 90 days of the member’s use of his/her last leave day for this catastrophic condition. The total amount of the benefit granted to any one member in any one school year will not exceed 60 days.
How to request additional CEB days:
The CEB member must supply a new CEB application with an updated physician's statement supporting the need for additional days. Please note follow-up appointments/recovery therapies do not qualify.

Appealing a CEB Decision
An employee may appeal the CEB decision one time. The completed appeal form and new supporting documentation must be submitted within 10 working days of the notification of the decision. The employee must supply new/additional medical records for the appeal.

Canceling/Losing Membership
An employee will lose the right to use the benefits of the CEB by:
- Termination or suspension of employment in the District
- Abuse or misuse of the CEB privileges
- Cancellation of membership by the employee during open enrollment.
## APPENDIX II – TEXAS EDUCATOR CODE OF ETHICS

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

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard 1.1</strong></td>
<td>The educator shall not intentionally, knowingly or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency and its certification process.</td>
</tr>
<tr>
<td><strong>Standard 1.2</strong></td>
<td>The educator shall not intentionally, knowingly or recklessly misappropriate, divert or use monies, personnel, property or equipment committed to his or her charge for personal gain or advantage.</td>
</tr>
<tr>
<td><strong>Standard 1.3</strong></td>
<td>The educator shall not submit fraudulent requests for reimbursement, expenses or pay.</td>
</tr>
<tr>
<td><strong>Standard 1.4</strong></td>
<td>The educator shall not use institutional or professional privileges for personal or partisan advantage.</td>
</tr>
<tr>
<td><strong>Standard 1.5</strong></td>
<td>The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.</td>
</tr>
<tr>
<td><strong>Standard 1.6</strong></td>
<td>The educator shall not falsify records, or direct or coerce others to do so.</td>
</tr>
<tr>
<td><strong>Standard 1.7</strong></td>
<td>The educator shall comply with state regulations, written local school board policies and other state and federal laws.</td>
</tr>
<tr>
<td><strong>Standard 1.8</strong></td>
<td>The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.</td>
</tr>
<tr>
<td><strong>Standard 1.9</strong></td>
<td>The educator shall not make threats of violence against school district employees, school board members, students or parents of students.</td>
</tr>
<tr>
<td><strong>Standard 1.10</strong></td>
<td>The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.</td>
</tr>
<tr>
<td><strong>Standard 1.11</strong></td>
<td>The educator shall not intentionally, knowingly or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.</td>
</tr>
<tr>
<td><strong>Standard 1.12</strong></td>
<td>The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.</td>
</tr>
<tr>
<td><strong>Standard 1.13</strong></td>
<td>The educator shall not be under the influence of or consume alcoholic beverages on school property or during school activities when students are present.</td>
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</table>

### 2. Ethical Conduct Toward Professional Colleagues

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard 2.1</strong></td>
<td>The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.</td>
</tr>
<tr>
<td><strong>Standard 2.2</strong></td>
<td>The educator shall not harm others by knowingly making false statements about a colleague or the school system.</td>
</tr>
<tr>
<td><strong>Standard 2.3</strong></td>
<td>The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.</td>
</tr>
<tr>
<td><strong>Standard 2.4</strong></td>
<td>The educator shall not interfere with a colleague’s exercise of political, professional or citizenship rights and responsibilities.</td>
</tr>
<tr>
<td><strong>Standard 2.5</strong></td>
<td>The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.</td>
</tr>
<tr>
<td><strong>Standard 2.6</strong></td>
<td>The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.</td>
</tr>
<tr>
<td><strong>Standard 2.7</strong></td>
<td>The educator shall not retaliate against any individual who has filed a complaint with the TEA or who provides information for a disciplinary investigation or proceeding under this chapter.</td>
</tr>
</tbody>
</table>

### 3. Ethical Conduct Toward Students

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard 3.1</strong></td>
<td>The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.</td>
</tr>
<tr>
<td>Standard 3.2</td>
<td>The educator shall not intentionally, knowingly or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health or safety of the student or minor.</td>
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<td>-------------</td>
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</tr>
<tr>
<td>Standard 3.3</td>
<td>The educator shall not intentionally, knowingly or recklessly misrepresent facts regarding a student.</td>
</tr>
<tr>
<td>Standard 3.4</td>
<td>The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.</td>
</tr>
<tr>
<td>Standard 3.5</td>
<td>The educator shall not intentionally, knowingly or recklessly engage in physical mistreatment, neglect or abuse of a student or minor.</td>
</tr>
<tr>
<td>Standard 3.6</td>
<td>The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.</td>
</tr>
<tr>
<td>Standard 3.7</td>
<td>The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.</td>
</tr>
<tr>
<td>Standard 3.8</td>
<td>The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.</td>
</tr>
</tbody>
</table>
| Standard 3.9 | The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:  
   a. the nature, purpose, timing, and amount of the communication;  
   b. the subject matter of the communication;  
   c. whether the communication was made openly or the educator attempted to conceal the communication;  
   d. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;  
   e. whether the communication was sexually explicit; and  
   f. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student. |

**LISD ADDEDUM TO CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS**

**LISD I: Professional Practices and Performance**

<table>
<thead>
<tr>
<th>LISD Standard 1.1</th>
<th>The educator shall not deliberately or recklessly impair his or her physical or mental health, or ignore social prudence, thereby affecting his or her ability necessary to perform the duties of his or her professional assignment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LISD Standard 1.2</td>
<td>The educator shall organize instruction that seeks to accomplish objectives related to learning.</td>
</tr>
<tr>
<td>LISD Standard 1.3</td>
<td>The educator shall continue professional growth</td>
</tr>
</tbody>
</table>

**LISD II: Ethical Conduct Toward Students**

<table>
<thead>
<tr>
<th>LISD Standard 2.1</th>
<th>The educator shall deal considerately and justly with each student and shall seek to resolve problems including discipline according to law and school board policy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LISD Standard 2.2</td>
<td>The educator shall not intentionally expose the student to disparagement.</td>
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</tbody>
</table>

**LISD III: Ethical Conduct Toward Parents and Community**

<table>
<thead>
<tr>
<th>LISD Standard 3.1</th>
<th>The educator shall make reasonable effort to communicate to parents’ information that lawfully should be revealed in the interest of the student.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LISD Standard 3.2</td>
<td>The educator shall endeavor to understand community cultures and relate the home environment of students to the school.</td>
</tr>
<tr>
<td>LISD Standard 3.3</td>
<td>The educator shall manifest a positive role in school public relations.</td>
</tr>
</tbody>
</table>
Employee Confidentiality Agreement

I understand that my access to data, information, and records (all hereinafter referred to as Information) maintained in the manual and automated information and records systems of Leander Independent School District (all hereinafter referred to as Information Systems) is limited to my need for the Information in the performance of my job duties.

By my signature below, I affirm that I have been advised of, understand, and agree to the following terms and conditions of my access to Information contained in Information Systems.

1. I will use my authorized access to Information Systems only in the performance of the responsibilities of my position as a LISD employee.
2. I will comply with all controls established by LISD regarding the use of Information maintained within Information Systems.
3. I will avoid disclosure of Information to unauthorized persons without the appropriate consent of the Information owner except as permitted under applicable LISD policy and/or Federal or State law. I understand and agree that my obligation to avoid such disclosure will continue even after I leave the employment of LISD.
4. If I have questions or comments to make on information I receive, I will refer these to my supervisor if I am not clear who has authority to respond. Under no circumstances will I comment on information I see in the course of performing my duties with others in my work group unless it is necessary in order to process the information.
5. I will exercise care to protect Information against accidental or unauthorized access, modifications, disclosures, or destruction.
6. When discussing Information with other employees during my work, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such Information.
7. I understand that any violation of this Agreement or other LISD policies related to the appropriate release or disclosure of Information may result in one or more sanctions including immediate termination of my access to Information Systems, disciplinary action up to and including dismissal from employment, criminal penalties, or civil liability.

Employee Signature: ____________________________________________

Printed Employee Name: __________________________________________

Employee Title: _________________________________________________

Date: __________________________________________________________

Department: ____________________________________________________
APPENDIX IV – TECHNOLOGY RESOURCES ACCEPTABLE USE GUIDELINES

The Leander ISD (LISD) network is defined as LISD’s wired and wireless network infrastructure, servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email and all other interconnected technologies as they currently exist or become available. This includes any access to the LISD network by LISD-owned or personal devices while on or near school property, in school vehicles and at school-sponsored activities, and includes the use of LISD technology resources via off-campus remote access.

Availability of Access
Access to LISD’s network is a privilege, not a right. Access shall be made available to staff, students and members of the public primarily for instructional and administrative purposes and in accordance with administrative regulations, LISD policy and law.

Monitoring, Restricting and Filtering
Use of the network shall not be considered confidential and may be monitored or restricted at any time by designated staff to ensure appropriate use for instructional or administrative purposes. LISD uses filtering devices and software that block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

LISD reserves the right to decrypt staff or student internet traffic as necessary to create a safe and secure environment for students.

Appropriate Use
- You are responsible for the use and protection of any network account assigned to you, including regular password changes in accordance with LISD password requirements and keeping your password private.
- Your account is to be used primarily for educational purposes, but some limited personal use is permitted if it does not unduly burden LISD technology resources or interfere with your educational responsibilities.
- You will always be held responsible for the proper use of LISD technology resources, and LISD may suspend or revoke your access if you violate the rules.
  - You are responsible for management of security updates and installation of anti-malware software on any non-District-owned computer that will connect to the LISD network or its services, whether from inside or outside of the LISD network. Security updates must be configured to install automatically and anti-malware software must be configured to scan and detect automatically.
- As applicable, you must comply with LISD’s record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and LISD records, and campaign laws.
- As applicable, you must protect confidential information concerning LISD employees and students from unauthorized disclosure, unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive email from you with a school address might think your message represents the school’s point of view.

Inappropriate Use
- Using technology resources for any illegal purpose or in violation of LISD policy.
- Damaging technology resources in any way including:
  - Maliciously harming or destroying LISD equipment, materials or data
  - Negligence of reasonable care for LISD equipment, materials or data
  - Negligence of reasonable security protections on personal devices. For example, not applying security updates and not running anti-virus software on personal computers connected to the LISD network.
- Attempting to circumvent internet content filtering or disabling the filter is prohibited per federal law (Children’s Internet Protection Act).
- Accessing sites not authorized under LISD’s filtering policies.
• Creation of or login by student accounts to any online service not officially approved by LISD.
• Encrypting communications to avoid security review.
• Using any account or login credentials other than your own or sharing your account or login credentials with anyone else.
• Pretending to be someone else when posting, transmitting, or receiving messages.
• Attempting to read, delete, copy, modify, or interfere with another user’s work.
• Using resources to engage in conduct that harasses or bullies others.
• Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation or illegal.
• Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs and any other inflammatory language.
• Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from guardians of depicted students who are under the age of 18. It is the employee’s responsibility to ensure that a student or their guardian has not chosen to opt out of the student directory information.
• Violating others’ intellectual property rights, including uploading, downloading or using copyrighted information without permission from the copyright holder.
• Use of unlicensed software or altering LISD installed software.
• Unauthorized scanning, probing or access of the LISD network. Any attempt to damage or degrade network services. Uploading or creating computer viruses.
• Wasting resources through improper use of LISD’s network, including creating and distributing chain letters, sending spam, setting up equipment so that it can act as an “open relay” for third-party spammers, or providing products or services for pay, i.e., outside employment.
• Sending unauthorized broadcasts to official or private distribution lists, regardless of content or recipients.
• Gaining unauthorized access to restricted information or resources.

Conduct

Employees are responsible for appropriate behavior online just as they are in all their work duties and personal interactions. Communication with other employees and students should always be work-related. The privacy of others should always be respected.

Special Note: Cyberbullying

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This includes but may not be limited to: Sending abusive text messages to cell phones, computers or Internet-connected game consoles. Posting abusive comments on someone’s blog or social networking site (e.g., Twitter or Facebook). Creating a social networking site or web page that masquerades as the victim’s personal site and using it to embarrass him or her. Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends. Posting the victim’s personally identifiable information on a site. Sending abusive comments while playing interactive games. Recording and distributing media with the intent to manipulate or embarrass others. Bullying will not be tolerated. Students should notify an instructor of anything inappropriate or that makes them uncomfortable.

Internet Safety

LISD makes every effort to ensure employee safety and security when using the LISD network including a) preventing unauthorized access, hacking and other unlawful activities, b) restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding employees or students, c) filtering internet content for employees and students as appropriate and d) educating staff and students about cyber bullying awareness and response, as well as appropriate online behavior.
COPPA (Children’s Online Privacy Protection Act)
Under the provisions of COPPA all commercial websites must get prior consent before children under the age of 13 are permitted to share any personal information about themselves or are permitted to use any interactive communication technologies where they would be able to share personal information with others. This includes chat rooms, email, instant messaging, personal profiles, personal websites, registration forms, and mailing lists. LISD uses a Digital Resource Approval Process to verify COPPA compliance before use of online services by students under 13. Both students in this age group and their teachers will be educated as to the provisions of the law and the Acceptable Use Guidelines.

Students under the age of 13 may not visit any websites that collect personal information unless it is for curricular reasons and is under the direction or supervision of a staff member of LISD. A list of resources used for curriculum and instruction can be found on the LISD website.

Consequences for Inappropriate Use
Noncompliance with applicable regulations will result in a) suspension of access to LISD technology resources; b) revocation of account; c) disciplinary action consistent with LISD policies and regulations. (See Policy BBI, CQ and DH, Texas Educator Code of Ethics). Violations of law may result in criminal prosecutions as well as disciplinary action by LISD. Violating any of these rules can result in a disciplinary action ranging from 5 days placement in In School Suspension (ISS) to 45 days placement in Leander Extended Opportunity Center (LEO). The nature of the violation will determine the appropriate disciplinary action on a case-by-case basis. Disciplinary actions may vary depending on the circumstances and are listed here as a guideline.

Disclaimer
LISD’s network is provided on an “as is, as available” basis. LISD does not make any warranties, whether expressed or implied, with respect to any services provided by the network and any information or software contained therein. LISD does not warrant that the functions or services performed by, or that the information or software contained on the network will meet the network user's requirements, or that the network will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by network users, information providers, service providers, or other third-party individuals in the network are those of the providers and not LISD. LISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of LISD's network.

Disclaimer of Liability
LISD shall not be liable for the users' inappropriate use of LISD's network or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users whether using LISD-owned or personal devices. LISD shall not be liable for any physical damage, loss or theft of personally owned devices. LISD shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. Oversight of the posting of official LISD, campus, or division/department materials on LISD's network will be the responsibility of the superintendent, principal, or division/department supervisor or designee. LISD's network will be used only for administrative and instructional purposes consistent with LISD's mission and goals.

Personally Owned Device Internet Usage
LISD offers wireless internet access for personally owned devices in our buildings. The LISD guest wireless network operates alongside the primary LISD wireless network used for LISD-owned devices, and allows community members, such as PTA organizations, to gain access to the Internet with any personally owned Wi-Fi devices. This Internet access will be provided with the most protective level of Internet filtering currently deployed for LISD student access. The LISD guest wireless network does not allow access to any LISD resources that are not available from the Internet. LISD employees and students must use their login credentials to attach their personally owned devices to the LISD wireless network and are prohibited from using the guest network.

Upon logging in using a BYOT device staff, students and members of the public will receive Internet filtering appropriate for their credentials. Configuring personal devices to connect to the LISD wireless network is the sole responsibility of the user. LISD does not provide technical support and assistance for personally owned devices.
Because the primary purpose of the LISD network is to provide connectivity for LISD-owned devices, LISD reserves the right to restrict access, bandwidth and content as it deems necessary on the guest wireless network.

**Personally Owned Device User Agreement**

Each time a personally owned electronic device is used on LISD property or at a LISD sponsored event, the user agrees to the terms listed below:

- LISD reserves the right to monitor and inspect communication data transmitted on the LISD networks for safety and security purposes. Such monitoring may be conducted remotely, and without prior notification to the device owner. All searches are done within applicable law and district policy to ensure system security. High-level security searches are conducted to help prevent a security breach. Specific searches of an employee’s device will be done based on a reasonable suspicion of misconduct and must be approved by the Chief Human Resources Officer.

- Personally owned devices will only be connected to the network via the LISD guest or LISD wireless access connection. Any attempt to make an unauthorized connection to another LISD wireless network, plug a personally owned device into the LISD physical network (Ethernet), or circumvent any LISD Internet filtering may result in a loss of those individuals’ privileges to bring a personally owned device to LISD facilities, as well as other potential disciplinary actions.

- **Attempts to circumvent District content filtering through use of VPN or proxy services may result in loss of all internet access for a device until the prohibited software is removed.**

- LISD will not be obligated to supply electrical power access.

- Use of personally owned devices on LISD property or at LISD sponsored events is governed by LISD/campus administration.

- Student use of personally owned devices in the classroom setting will be at the discretion of the classroom teacher.

- Persons connecting computers to the LISD guest or LISD wireless Networks agree to maintain current security updates and anti-malware software on their computers.

- Persons accessing LISD email or any confidential LISD information using a personally owned device agree to prevent unauthorized access to the device by securing it with a password and complying with all LISD required system security procedures as well as applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191) [HIPAA] standards.

- If a computer or portable electronic device, such as a cell phone, is lost, stolen, or disposed of without properly deleting all LISD email or other confidential information, the user must contact the LISD Information Technology Help Desk immediately.

- Employees connecting to the LISD-Wi-Fi network with any personally owned devices agree to adhere to all the provisions of the Personal Use of Electronic Media (Policy DH).
APPENDIX V – REMOTE WORK EXPECTATIONS

This document outlines the expectations for all employees who have been granted an accommodation or assigned to a position to work at a location other than their position’s usual designated department or campus. All remote work assignments or accommodations must be approved by Human Resources, in consultation with Principals/Directors.

No Right to Work Remotely

LISD may allow an employee to work from a remote location as an assignment or accommodation when unique circumstances arise, such as the COVID-19 pandemic and/or state guidance regarding remote learning. Such an assignment or accommodation must meet the instructional and business needs of the District. The employee does not have an entitlement to work remotely, and the District may reassign the employee at any time to a non-remote work assignment to meet the business needs of the district in accordance with Board policy DK (Local).

Work Location

The terms “remote work location” or “remote workspace” shall mean a District facility designated as a satellite work facility or any other remote work location approved by the employee’s supervisor.

If an employee requests and is approved to work at a remote location that is not on District property:

- The location must not be in one that would prevent the employee from appearing daily to work in a District facility if needed.
- The employee must work at the District when not at their approved remote workplace or on district travel.
- The location must allow the employee to maintain confidential data and information and to ensure that no party has unauthorized access to confidential data, pursuant to the requirements of the Employee Handbook, and FERPA laws.
- The employee has the responsibility to collaborate with IT to ensure that they are following all protocols and securing student and employee records.
- The location must allow for the employee to perform their assigned duties without interruptions or distractions that hamper the employee’s productivity or the quality of their work.

Supplies and Equipment

Satellite Work Facility

The District will provide equipment and related supplies for use by the employee at a District facility designated as a satellite work facility. The use of District equipment at a satellite work center shall be governed by the same policies, procedures, and guidelines as District equipment at the District’s other headquarters or campuses.
Other Remote Work Locations

If an employee requests and is approved to work at a remote workspace that is not a District facility, the District may, at its sole discretion, choose to provide equipment for use by the employee or to permit the use of employee-owned equipment. The employee shall obtain from the office all supplies needed for work at the remote work location in accordance with Business Operating Guidelines/district policies and practices; out-of-pocket expenses for supplies will not be reimbursed without prior approval by the CFO.

The employee shall use only approved communication software when connecting with the District’s network. Software provided by the District for use at the remote workplace shall be limited to use by authorized persons for purposes related to official district business, including self-developmental training and tasks sponsored by the District. The employee shall safeguard all confidential data and ensure that no party has unauthorized access to confidential data, pursuant to the requirements of the Employee Handbook, and FERPA and other policies and practices. District-owned data, computer programs, software, equipment, and supplies shall not be used to create employee-owned software or personal data as outlined in Technology Acceptable Use Guidelines. District software shall not be duplicated.

If an employee requests and is approved to work at a remote workspace that is not a District facility using employee-owned equipment, the employee must maintain all District records in accordance with District recordkeeping requirements and must cooperate with and assist the District in complying with all requests for information under FERPA or the Texas Public Information Act.

Work Hours and Compensation

The employee’s daily time schedule shall be the same as if not assigned to work remotely. The employee’s supervisor shall validate the employee’s time and work accomplished at the remote workplace.

Work hours, overtime compensation, and vacation/leave schedules shall conform to existing policies and procedures and the terms of this agreement. Working overtime must be approved in advance in accordance with District policy. The employee’s salary, retirement, benefits, and state-sponsored insurance plans remain unchanged.

Safety and Liability

The employee’s and the District’s liability and obligations shall be governed by the Texas Tort Claims Act, VTCA Civil Practice and Remedies Code §101.001, et seq.

The District does not assume liability for loss, damage, or wear of employee-owned equipment. The employee is responsible for proper operation of District equipment and shall be liable for any damage or loss caused in accordance with the Business Operating Guidelines/district policies and practices. The employee is not required to insure District property; however, any loss of District property that is paid by the employee’s homeowner’s or renter’s policy will be reimbursed to the District.

If an employee requests and is approved to work at a remote work location that is not a District facility, the employee shall designate a workplace within the remote work location and shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.
The employee shall maintain the same environment in the remote workspace as he or she would at the designated headquarters. The employee is subject to the same District policies and procedures regardless of work location.

Furniture, lighting, environment protection, and household safety equipment incidental to use of District equipment, software, and supplies shall be appropriate for its intended use and shall be used and maintained in safe condition, free from defects and hazards.

The employee shall notify his or her supervisor immediately in case of injury.

**Employee Duties and Obligations**

The employee shall be held responsible for District documents, data, and computer programs and shall be subject to disciplinary action for any loss or unauthorized use of District documents, data, or computer programs.

The employee shall comply with all applicable laws, policies, and instructions regarding conflicts of interest and confidentiality.

The employee may be asked to participate in remote work surveys, legislative inquiries, reports, or analyses relating to working for the District. The Texas Public Information Act will govern all inquiries.

The employee shall comply with all District rules, policies, practices, instructions, and remote work guidelines and expectations. The employee understands that violation of such may result in cancellation, reassignment and/or disciplinary action, up to and including termination of employment.

Remote work locations should maintain a professional and confidential atmosphere. While the district recognizes that inadvertent interruptions may occasionally occur, employees shall endeavor to create and maintain a business-appropriate work environment. Particular attention should be paid to the environment when on phone calls, video conferences, and all other communication methods where the employee may be heard or seen by others.
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