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Revised 2/10/2010**

**PEARLAND INDEPENDENT SCHOOL DISTRICT**

**EMPLOYEE HANDBOOK  
2009-2010**

# PEARLAND INDEPENDENT SCHOOL DISTRICT

## EMPLOYEE RECEIPT of HANDBOOK for 2009-2010

I hereby acknowledge receipt of the link to the Pearland Independent School District *Employee Handbook*, located at [http://www.pearlandisd.org/files/filesystem/Emp\\_handbook.pdf](http://www.pearlandisd.org/files/filesystem/Emp_handbook.pdf). I agree to read and to abide by the standards, policies, and procedures defined or referenced in the Pearland Independent School District *Employee Handbook*. I have read and understand the aforementioned requirements. I agree to do my part to achieve the highest possible degree of responsibility possible for me, my fellow workers and students of the Pearland Independent School District.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this handbook. I accept responsibility for reading and abiding by the changes.

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

I understand that I have an obligation to inform my supervisor or department head of any changes in personal data, such as legal name, phone number, address, etc. I also accept responsibility for contacting my supervisor or human resource services if I have any questions or concerns and need further explanation.

\_\_\_\_\_  
Employee Name (Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Campus/Department

\_\_\_\_\_  
Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to your supervisor.

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# PEARLAND INDEPENDENT SCHOOL DISTRICT LEADERSHIP

## Board of Trustees 2009-2010

Dr. Glenn Garrison, President  
Adele Brennan, Vice-President  
Dean Hamil, Secretary  
Virgil Gant, Member  
Suzy Roberts, Member  
Lillian Smith, Member  
Andrew Solomon, Member

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. Trustees serve without compensation, must be registered voters, and must reside in the district. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The board usually meets the second Tuesday of the month in the Pearland District Support Center. A written notice of regular and special meetings will be posted at the Education Support Center at least 72 hours before the scheduled meeting time. In emergencies, a meeting may be held with a two-hour notice. All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

## Administrative Staff

Bonny Cain, Ed.D. – Superintendent  
Nan Weimer – Deputy Superintendent  
Don Marshall – Chief Financial Officer  
Cary Partin – Senior Assistant Superintendent for Support Services  
Sonia Serrano – Senior Assistant Superintendent for Intermediate Level Schools  
Brenda Waters, Ed.D. - Senior Assistant Superintendent for Elementary Schools  
Nyla Watson, Ed.D. - Assistant Superintendent for Instructional Services

## **PEARLAND INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT**

In partnership with the community, Pearland Independent School District shall **prepare** students to **perform** at their highest potential and **produce** global citizens of tomorrow.

### **PERFORMANCE GOALS 2009-2010**

**Pearland ISD shall make academic achievement and student performance its priority; maximize fiscal responsibility to provide for operational effectiveness and facility maintenance; maintain a safe, disciplined environment conducive to learning; recruit and retain high-quality personnel reflective of and responsive to the district's diverse community; actively promote a sense of community and shared direction; and value public support and earn community confidence.**

# INTRODUCTION TO HANDBOOK

The purpose of this handbook is to provide Pearland Independent School District employees a ready resource that contains pertinent information regarding policies and procedures as related to their employment. It is the belief that staff morale improves when everyone understands the relationship of his/her work to the total organization and knows of his/her own rights and responsibilities.

The Pearland Independent School District conducts one of the largest and most essential businesses in our city. The district is responsible for the proper investment of many millions of dollars of public money and the proper use of the talents of over fifteen hundred employees to the end that the best possible education is provided for the children of the Pearland area.

Every employee is part of the team whose goal is to serve the best interests of all of the children. All are trustees of an important public confidence and, as such, must be dedicated to doing the most efficient and effective job of which they are capable.

It is essential that all school personnel be thoroughly acquainted with the handbook and refer to it frequently. Suggestions for improvements and revisions to this handbook are welcome and may be sent to Bob Crager, Executive Director of Human Resources.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. All policies are subject to change by the Board of Education. For more information employees may refer to board policies that are associated with handbook topics, confer with their supervisor, or call human resource services at (281) 485-3203. Policy manuals are located on each campus and are available for employee review during normal working hours. Anyone may access board policy on-line via the district website [www.pearlandisd.org](http://www.pearlandisd.org)

**EMPLOYEE  
STANDARD  
OF  
CONDUCT**

# CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

## Standards of Conduct

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

- Recognize and respect the rights and property of students, 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 immediate supervisor in advance or as early as possible in the event that an employee must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action including termination.
- Know and comply with district and campus or department procedures and policies.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.
- Refrain from any participation in an organized work stoppage against the district.

All employees are expected to perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action, including termination. Allege incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident.

All employees, as public servants, must follow the *Code of Ethics and Standard Practices for Texas Educators*, which is reprinted below:

### Code of Ethics and Standard Practices for Texas Educators

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

## **Code of Ethics and Standard Practices for Texas Educators**

### **Statement of Purpose**

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

### **Professional Standards**

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

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

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

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

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

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

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

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

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

#### **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

### **3. Ethical Conduct toward Students**

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

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

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

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

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

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

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

## **ADMINISTRATOR CODE OF ETHICS**

### **Honesty**

The administrator shall not deliberately or knowingly misrepresent facts regarding a student, parent, staff member or community member.

The administrator shall not knowingly make false statements about colleagues or the school district.

The administrator shall not knowingly engage in deceptive practices regarding official policies or administrative guidelines of the district.

### **Financial Ethics**

The administrator shall follow district purchasing guidelines and ensure that all employees under his/her supervision follow the same guidelines.

The administrator shall not use his/her position as an opportunity to sell services or products for personal gain. (see conflicts of interest p. 11 Employee Handbook)

### **Communication**

The administrator shall communicate with the board of trustees through the superintendent regarding school business. If an administrator is contacted by an individual board member regarding school business, he/she will relay to the superintendent the communication that occurred.

The administrator shall communicate and support the district's mission and goals with students, parents, staff, and community members.

The administrator shall communicate and implement a vision of learning that is shared and supported by the school community and district.

The administrator shall effectively communicate with his/her constituents and with his/her supervisors both formally and informally.

### **Public Relations**

The administrator shall respond to inquiries from the public (parents, community members, and staff in a timely manner, generally within 24 hours.

The administrator shall maintain open communication resulting in positive public relations through newsletters and other media.

The administrator shall be an exemplar for the professional dress code espoused by the district and shall ensure that all employees under his/her supervision adhere to the professional dress code. (See Dress Code Guidelines)

Revised 04.16.04

## **EMPLOYEE STANDARD OF CONDUCT LOCAL GUIDELINES**

### **Goals of Employee Conduct Standards**

It is absolutely essential that the District and its employees abide strictly by the letter and spirit of district policies and procedures to preclude the fact or perception of illegality or impropriety. Goals are:

- To provide parents, students, and taxpayers access to the highest quality education at the best possible price.
- To support employees of the District in their daily business conduct. Individual conduct is the basic building block of District performance.
- To help fellow employees by giving directions and providing ways to get assistance when needed and thus avoid wrongdoing.
- To work cooperatively with others to maintain workplace harmony.
- To enhance the administrative performance of the District in basic business relationships.
- To help build the bond of trust between the school district and citizens of the community.

### **Arrests and Convictions**

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

- **Crimes involving school property or funds**

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

**Moral turpitude** includes the following:

- |  |   |
|--|---|
| • Dishonesty   | • Deceit  |
| • Deliberate violence  | • Theft   |
| • Fraud  | • Misrepresentation                                   |
| • Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor | • Drug- or alcohol- related offenses                  |
|  | • Acts constituting abuse under the Texas Family Code |

## **Dress Code Guidelines; Professional**

The personal appearance of Pearland Independent School District (PISD) employees affects the respect those outside the school district have for the organization as well as respect employees have for themselves and one another. As a representative of PISD, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

**GENERIC:**

- Hair shall be clean, neatly groomed and non-distracting
- Clothing and accessories *unacceptable* for Pearland ISD employees include;
  - jeans
  - overalls
  - shorts of any length (except for PE teachers and coaches)
  - skorts, mini-skirts
  - T-shirts
  - bare midriffs, halter tops
  - sweat suits, leggings
  - capri pants, gaucho pants, split skirts
  - form-fitting casual pants
  - caps/hats
  - tongue and facial piercing
- Any body piercing and/or tattoos must not be visible.
- Shoes must be worn.
  - No athletic shoes
  - No house shoes
  - No beach-type shoes
  - If non-dress code shoes are to be worn, a doctor's note is required. Such a doctor's note would need to specify if any soft-soled shoe is prescribed, or if it specifically must be an athletic shoe, etc. The note must also specify the time period for wearing non-dress code shoes and the note must be renewed by a physician each semester.
- With the express permission of the principal, dress may vary from the norm on special days (theme/team days) in order to foster a climate of esprit de corps. Participation is encouraged. Notices for such days will be posted and reported. A maximum of fifteen (15) non-dress code days for campuses/departments is allowed.

- On teacher workdays (currently three per year), teachers and classroom aides are allowed to wear jeans and tennis shoes due to the large amount of time spent moving furniture, books, display charts, etc.

**MEN:**

- Appropriate professional attire for men would include slacks and a dress shirt and/or similar collared shirt. Suits/jackets are optional.
- Other required items of clothing are undergarments and socks.
- Accessories unacceptable for men include earrings.

**WOMEN:**

- Dresses, skirts, blouses, slacks or suits are recommended.
- Slacks are to be ankle length and are appropriate when worn with a suitable blouse and/or jacket.
- Skirts/dresses as well as slits, flaps, or openings in skirts/dresses should cover  $\frac{3}{4}$  of the thigh while standing or sitting.
- Stockings/socks must be worn except with slacks or with skirts that fall below the knee.
- Other required items of clothing are undergarments.
- Pierced jewelry for women is to be limited to the ears with a maximum of two piercings per ear.

**GENERAL:**

- Specific job assignments or campus activities may require deviations from this code.
- Departments that require uniforms include school nutrition, maintenance, and custodial
- This code applies to all school days, including staff development days on and off campus.
- If attending meetings on other campuses, Region IV, etc., attire should be as on a regular school day

Updated 7/2009

**MANUAL TRADES DRESS CODE GUIDELINES**

The personal appearance of Pearland Independent School District (PISD) employees affects the respect those outside the school district have for the organization, as well as respect employees have for themselves and one another. As a representative of PISD, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

**GENERIC:**

- ◆ Hair should be clean, neatly groomed and non-distracting
- ◆ Clothing and accessories unacceptable for maintenance, operations, food service and transportation employees include:
  - Bare midriffs
  - Halter tops, tube tops, tops without backs
  - Clothing that advertises, bears the brand name or the likeness of alcohol, tobacco products or drugs. In addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.

- Clothing that has obscene or vulgar language or inappropriate pictures. In addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
- Tattoos that are visible
- Any body piercings that is visible, other than earrings on female employees. Female employees may wear a maximum of two earrings per ear. Male employees are not allowed to wear earrings.
- ◆ The following items are required.
  - Shoes must be worn at all times. The shoes must be closed toe and secured at the heel. House shoes or beach type shoes are prohibited. Non-skid shoes/boots are recommended. Shoes with heels over one-half inch in height are prohibited.
  - Appropriate undergarments must be worn at all times.
  - School identification badge must be worn at all times when on school property or in a district vehicle.

### **Food Service Department**

- ◆ Black slacks, black jeans (free from holes and rips, and no faded jeans) or black skirt, (knee length or longer, worn with stockings) are required.
- ◆ Uniform shirts are provided. Employees are to wear a uniform shirt or a maroon polo style shirt with a collar and sleeves. School shirts may be worn on approved campus days.
- ◆ Shirts are to be tucked in at all times.
- ◆ Fingernails must be clean and trimmed. No fingernail polish or artificial nails are permitted.
- ◆ Acceptable jewelry is limited to medical bracelets/necklaces, wedding ring, watch and stud earrings.
- ◆ Colognes and perfumes are to be avoided.
- ◆ Hair restraints are required while on duty.
- ◆ Substitute cafeteria workers may wear a white or maroon shirt with a collar and sleeves, black slacks or jeans, rubber soled leather or vinyl shoes and a hair restraint.

### **Maintenance Department**

- ◆ Maintenance workers will wear a uniform, which consists of a shirt with PISD logo and the employees name with industrial style pants or jeans.
- ◆ Uniforms are to be neat and clean.
- ◆ Shirts are to be tucked in at all times.

### **Operations Department**

- ◆ Operations employees will wear a uniform, which consists of a shirt/smock with the PISD logo and the employee's name with full-length pants or jeans. Exceptions may be considered when employees are working in a building without air conditioning.
- ◆ Shirts worn under the uniform shirt/smock must provide adequate coverage of the upper body. Tops that are low cut or expose the midriff may not be worn.
- ◆ Shirts/smocks are to be tucked in at all times.

### **Transportation Department**

- ◆ Bus drivers are allowed to wear pants, skirts, or shorts. The skirts or shorts must be loose fitting and must extend at least halfway to the knee while in a seated position. Lace or other material may not be added to meet the length requirement. Cut-offs (pants without hems that have been cut off to make shorts) jogging, wind, athletic, biker or other shorts designed for a casual or recreational setting are not permitted.
- ◆ Shirts without sleeves must be tight enough around the arms to prevent undergarments or skin on the sides of the body from being visible.
- ◆ Shirt sleeves must be tight enough to prevent undergarments or skin on the sides of the body from being visible when the arms are raised parallel to the ground
- ◆ Shirts/tops are to be tucked in at all times

Effective 8-1-05

### **Conflicts of Interest**

A conflict of interest occurs when an entity engages in business or transactions with the school district and an employee of the school district has an interest, direct or indirect in such entity, which is incompatible with the proper discharge of the employee's duties.

Public employees should consider themselves as persons in positions of trust and conduct themselves accordingly. All district employees must be particularly sensitive to the many situations, on and off the job, where a conflict could originate. Such conflicts could involve present or prospective entities. Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

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

### **Outside Employment**

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

An employee shall not use his or her position with the District to attempt to sell products or services.

### **Outside Interests**

A conflict with the interest of the District can arise when an employee holds an interest in or is an official, director, or employee of another enterprise, particularly if that enterprise is a supplier of products or services to the District. While such circumstances are not automatically prohibited, they are not desirable, and must not be entered into or exist without prior written disclosure to and approval by the school district.

### **Fraud and Financial Impropriety**

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

- Forgery or unauthorized alteration of any document or account belonging to the district;
- Forgery or unauthorized alteration of a check, bank draft, or any other financial;
- Misappropriation of funds, securities, supplies, or other district assets, including employee time;
- Impropriety in the handling of money or reporting of district financial transactions;
- Profiteering as a result of insider knowledge of district information or activities;
- Unauthorized disclosure of confidential or propriety information to outside parties;
- Unauthorized disclosure of investment activities engaged in or contemplated by the district;
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district;
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment;
- Failure to provide financial records required by state or local entities;
- Failure to disclose conflicts of interest as required by policy;
- Any other dishonest act regarding the finances of the district.

### **Gifts, Gratuities, and Entertainment**

It is a serious violation of standards for any employee to use his position with the District to seek a personal or professional advantage through the acceptance of gifts, gratuities, entertainment, or other favors; therefore, an employee is prohibited from accepting such benefits.

"Gift and Gratuity" means a payment, loan, subscription, advance, deposit of money, services, goods, merchandise, tickets, and cash, present or promised, unless consideration of substantially equal or greater value is received. Gift and gratuity may include any tangible or intangible benefit in the nature of gifts, favors, entertainment, discounts, passes, transportation, accommodation, hospitality, or offers of employment. An

employee shall not receive, under any pretense, or seek, ask, or share in any fee, reward, or other reimbursement or gratuity for the performance of his official duties.

All prohibitions herein apply equally where the beneficiary is the:

Spouse	stepchildren	grandparents	uncles
former spouse	parents	brothers	aunts
children	grandchildren	sisters	nephews
nieces	children-in-law	parents-in-law	grandchildren-in-law
grandparents-in-law	sister-in-law	aunts-in-law	
brothers-in-law	uncles-in-law	nephews-in-law	
nieces-in-law			

Exceptions to these guidelines are as follows:

- solicitation or acceptance of anything from a friend or relative unrelated to any employee duties or District business based upon a personal or family relationship;
- participation in the activities of or the acceptance of an award for, a meritorious public contribution or achievement from a charitable, religious, professional, social, or fraternal organization, or from a non-profit educational, recreational, public service, or civic organization;
- participation in widely attended luncheons, dinners, hospitality rooms, and similar gatherings sponsored by industrial, technical, educational or health associations for the discussion of matters of mutual interest to the District;
- acceptance not otherwise prohibited by law or policy of unsolicited advertising products or promotional material, such as pens, pencils, note pads, calendars, and other items under nominal value of not more than \$50.00.
- a gift or gratuity extended to the entire district or an entire department extended through and approved by the superintendent.

Upon offer of any gift/gratuity to an employee, the responsible employee, through their supervisor, may, in case of question as to application of this policy, submit the gift/gratuity proposal to the superintendent.

### **Inside Information**

In no instance may an employee ever use or share inside information, that is not otherwise available to the general public, or take unfair advantage of others using this information.

### **District Resources**

Employees shall not make improper use of District resources nor permit others to do so. This particularly prohibits the acceptance of bribes, kickbacks, or illegal payments of cash in any form or in any amount.

Other examples of improper use include unauthorized appropriation, possession or personal use of District assets, technology, software, computer, communication, copying equipment or office supplies. Also forbidden is the unauthorized possession, use, alteration, destruction or disclosure of district data.

### **District Funds for Political Purposes**

It is unlawful for an officer or employee of the District to expend or authorize the expenditure of the funds of such district for the purpose of political advertising. This subsection shall not apply to any advertising which describes the factual reasons for a measure and which does not advocate the passage or defeat of such measure.

### **Employee Involvement**

At both the campus and district levels, Pearland ISD offers opportunities for involvement in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from Nyla Watson, Ed.D. Assistant Superintendent for Instructional Services.

### **Misrepresentation**

From time to time an employee may attempt to harm or slander another employee through false accusations, malicious rumors or other irresponsible actions. Such attempts, if proven will be subject to discipline including termination.

### **Tampering with a Governmental Record**

Tampering with a governmental record is a third degree felony if the record is a public school record or report, or assessment instrument under Chapter 39, Education Code.

**Pearland ISD**  
**Internet/Network Acceptable Use Policy for Staff Members**

Internet and Network access are privileges that are available to employees and other designated individuals of Pearland ISD. The goal in providing this service is to promote educational excellence at Pearland ISD by facilitating communications for resource sharing, collaborative work, and innovations. The Internet is not meant to replace education, but rather, to facilitate the educational process. It should be used as an adjunct to teaching. The district has taken precautions to restrict access to controversial material however; on a global network it is impossible to control all material.

The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The following rules of acceptable use are provided so that users are aware of the ethical and legal responsibilities associated with the use of network resources.

**MANDATORY TRAINING** – To educate all users on proper Network/Internet use and conduct, a mandatory training is required before access will be allowed.

**DEFINITION OF DISTRICT TECHNOLOGY RESOURCES** – The district’s computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

**ACCESS TO NETWORK/INTERNET** – Network/Internet access is available to all Pearland ISD staff members as granted by their supervisors.

**SUBJECT TO MONITORING** – All Pearland ISD Network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Web filtering reports will be generated for all Pearland ISD’s employees.

**RULES OF ACCEPTABLE USE:**

GENERAL USE

- Access to the district’s electronic communications system is a privilege, not a right. The district has the right to determine who is, or is not given access to the Pearland ISD electronic communications system.
- Only employees who have returned and signed the Acceptable Use Policy signature page which states that they have read, understand and agree to adhere to the principals and procedures detailed within are permitted to use a district computer.
- Employees are prohibited from changing any computer configurations and/or settings.
- Employees may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities on school computers or networks.
- Noncompliance with acceptable use policy may result in suspension or termination of privileges and other disciplinary action consistent with District policies.
- Users are required to maintain password confidentiality by not sharing passwords with others.

- Employees may not move computer equipment or peripheral devices or make modifications to computer hardware or configurations.

#### INTERNET/NETWORK USE

- Access to the district's Network/Internet shall be made available to employees exclusively for instructional and administrative purposes and in accordance with district policies.
- Use of Pearland ISD electronic communications systems shall not be considered confidential and is monitored 24 hours a day. There is no expectation of privacy. All Internet activity is monitored.
- Participating in on-line auctions, shopping, trading, selling or gambling is prohibited.
- Employees are not allowed to access the Internet through a modem.
- Employees cannot connect personal equipment such as but not limited to; access points, laptops, computers, printers, data cables and personal phones.
- Employees are prohibited from connecting to access points that are not on district property (ex. rouge access points that may be in a home or business in proximity to school district property).
- Accessing the Internet through an outside provider such as AOL is prohibited.
- Any activity that is immoral or contrary to the high moral standards, which must be maintained in an educational setting, is prohibited.
- System users may not disable, or attempt to disable, a filtering device on the district's network. Users cannot access sites that hide their identity.
- Communications may not be encrypted so as to avoid security review by system administrators.
- Accessing, copying, or transmission of any material in violation of any U. S. or state regulation is prohibited.
- Employees are prohibited from using computers and the network in a way that would harm another person or disrupt use of others (hacking, uploading/creating viruses, and/or committing any type of electronic or physical vandalism/theft).
- Employees are prohibited from storing personal files, pictures, videos or music on district computers or servers. Any personal files that are found will be deleted.

#### SECURITY

- **Teachers are not allowed to let students or other staff members use their network account. Account owners are responsible for all activity under their account. Users should protect their password to ensure system security and their own privilege and ability to continue use of the system.**
- Users will change their network password annually.
- All users are required to log off or lock their computer when not in use.
- Staff members are required to report to the Technology Department information on the Network/Internet that is inappropriate.

#### CONSEQUENCES OF AGREEMENT VIOLATION

Any attempt to violate the provisions of this agreement may result in revocation of the employee's access to the Network/Internet. In addition, school disciplinary action and/or appropriate legal action may be taken. With just cause, the building principal and/or designee, may deny, revoke, or suspend Network/Internet access as required, pending an investigation. Access to pornographic related material is grounds for termination. Prosecution and/or termination of user privileges will occur without warning. Any attempt to break the law through the use of a Pearland ISD Network/Internet account may result in litigation against the offender by the proper authorities. If such an event occurs, Pearland ISD will fully comply with the proper authorities to provide any information necessary for the litigation process.

## **PROPER USE OF E-MAIL**

Electronic mail is a service provided to employees of the district to assist them in the performance of their duties. Communication that is job-related fulfills this purpose and constitutes proper use. District employees bear the responsibility and liability that arises from the use of district e-mail systems for personal reasons. General rules and standards for professional behavior and communications apply to all use of electronic communications.

## **E-MAIL GUIDELINES**

Network administrators review files and communications on a regular basis to maintain system integrity and to ensure that staff members are using the system responsibly. **All emails that are sent and received are retained for five years.** Users are not to expect that files stored on district servers will be private. Follow the district's record retention policy to maintain all e-mail communication.

The following behaviors are **NOT PERMITTED** on district networks:

- Accessing web based e-mail due to network security reasons
- Sending or forwarding e-mail messages without a legitimate district business
- Sharing confidential information about students or other employees
- Sending or soliciting messages or pictures that are obscene, that harass, insult or attack others
- Sending messages to promote a religious, political or other personal position this includes email signature lines that are spiritual or political in nature.
- Use for the purpose of product advertisement, commercial, income generating or "for profit" activities
- Conducting personal business
- Use of district e-mail by non-district employees without authorization by the director of technology and/or campus administrator
- Engaging in practices that threaten the network (i.e., loading files that may introduce a virus)
- Sending copies of documents in violation of copyright laws
- Using others' passwords without permission
- Intentionally wasting limited network resources
- Forwarding articles, jokes or other e-mails, which is considered spamming
- Forgery of electronic mail messages

- Reading, deleting, copying, or modifying the electronic mail of other users, without their permission
- Quotes cannot be included in the email signature line unless they are campus and/or district approved mottos/slogan.

## **ETIQUETTE**

The use of e-mail works best when each user is considerate of others on the network. The following suggestions are provided to make users aware of what is called good "Netiquette".

The following standards apply:

- Always include a concise phrase describing your e-mail content on the subject line.
- Keep paragraphs and messages short and to the point.
- Keep the message simple - use attachments or shared drives for lengthy documents.
- **Do not send campus/district wide e-mails without principal/supervisor approval. The date of approval from the supervisor must be included in the e-mail.**
- Use the district message board to broadcast district messages.
- Be professional and careful about what you say to others.
- Use humor with care. Without face-to-face communication, a joke may be viewed as a criticism if the sender is not well known to the recipient.
- Observe organizational relationships when corresponding.
- Send replies only to the specific person or persons who need to see them.
- Not every communication is appropriate for e-mail. Difficult or negative messages are best conveyed person-to-person.
- Proofread your message before clicking SEND, and think about how the message will be interpreted by the recipient.
- Keep messages remaining in your mailbox to a minimum.
- Cite all quotations, references, and sources.

## **Legal Responsibilities**

Pearland ISD staff members must comply with all state, federal and international laws concerning copyright, intellectual property rights, privacy laws as well as district policies and guidelines.

The below notice of confidentiality will be placed in all staff members' signature file:

NOTICE OF CONFIDENTIALITY: This electronic mail transmission may contain confidential information, belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, use, or taking of any action on reliance of the contents of this electronically-mailed confidential information is strictly prohibited and may violate Pearland ISD Board policy (legal) and the Family Education Rights and Privacy Act (FERPA). If you have received this electronic mail in error, please notify us by telephone immediately to arrange for return and correction of internal records; in addition, please delete the original message.

## **Disclaimer**

The district shall not be held liable for the following:

- Author's inappropriate use of district's electronic communication resources
- Negligence or violation of policies and/or IAUP
- Author's abridgement of copyright
- Unauthorized cost incurred by authors

The Director of Technology will report inappropriate behaviors, complaints and/or violations to the employee's supervisor who will take appropriate disciplinary action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

## **Guidelines for Records Management Requirements for Electronic Mail**

### **Section 1: Introduction**

These guidelines apply to any electronic mail messages created, received, retained, used, or disposed of using the Pearland ISD electronic mail system.

These guidelines do not supersede any state or federal laws, or any other Pearland ISD policies regarding confidentiality, information dissemination, or standards of conduct.

### **Section 2 General Guidelines**

Use of e-mail is a privilege, not a right. Abuse of the privilege may result in appropriate disciplinary action. Employees need to keep in mind that all e-mail is recorded and stored along with the source and destination. Administration has the ability and right to view employees' e-mail. Recorded e-mail messages are the property of Pearland ISD and therefore the taxpayers of the State of Texas. Thus, they are subject to the requirements of the Texas Public Information Act and the laws applicable to state records retention and should not be considered private. Employees should be aware that when sending an e-mail message of a personal nature, there is always the danger of the employees' words being interpreted as official Pearland ISD statement; the employee should use the following disclaimer at the end of the message:

#### **ADD OUR DISCLAIMER**

NOTICE OF CONFIDENTIALITY: This electronic mail transmission may contain confidential information, belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, use, or taking of any action on reliance of the contents of this electronically mailed confidential information is strictly prohibited and may violate Pearland ISD board policy (legal) and the Family Education Rights and Privacy Act (FERPA). If you have received this electronic mail in error, please notify us by telephone immediately to arrange for return and correction of internal records, in addition, please delete the original message.

### **Section 3 Retention Requirements**

Pearland ISD's approved retention schedule lists the record series that are created and the retention period for each series. It is the content and function of an e-mail message that determines the retention period for that message. All e-mail sent or received by a Pearland ISD employee is considered a state record. Therefore, all e-mail messages must be retained or disposed of according to the Pearland ISD retention schedule. E-mail generally falls into several common record series categories. These are:

- **Policy and Programs:** Messages relating to the development of district policy or programs. **Retain for 5 years.**
- **Administrative Correspondence:** Incoming/outgoing and internal correspondence, in any format, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of Pearland ISD and the administrative regulations, policies and procedures that govern them. **Subject to archival review. Retention: 2 years.**
- **General/General Correspondence:** Correspondence and internal memos involving routine matters should be retained only as long as they are needed. **Retention: once the correspondence is no longer needed, it can be destroyed.**
- **Correspondence Containing Other Records:** Correspondence containing records that should be categorized as something other than mere correspondence should be kept in folders that reflect the nature of those records.

#### **Section 4 User Responsibilities**

It is the responsibility of the user of the e-mail system to manage and maintain e-mail messages according to the Pearland ISD retention schedule. Names of sender, recipient, date/time of the message, as well as any attachments must be retained with the message.

#### **Section 5 Maintenance of Electronic Mail**

Records created using an e-mail system may be saved for their approved retention period by one of the following:

1. Print message and file in appropriate hard copy file.
2. Place in person Outlook folders which are saved on the server.

**Network/Internet Use Agreement**  
**(For District Personnel-Signature Page)**  
**Return to Technology Services**

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or termination of user privileges will occur without warning.

It is possible for all users of the worldwide Internet (including school-age children) to access information that is intended for adults. As an employee of Pearland ISD, I will use the district Internet connection only for purposes consistent with the goals and objectives of the district and make every effort to ensure that students do the same.

I, \_\_\_\_\_, (printed employee name) have read the Internet Acceptable Use Policy, understand it, and agree to adhere to the principles and procedures detailed within. I understand and accept the conditions stated above, and agree to hold blameless, and release from any liability, the Pearland ISD, the sponsoring school, its subcontractors, and employees.

I understand that I as a network user in making electronic contact with others am expected to use good judgment and follow the Internet Acceptable Use Policy printed in the employee handbook. Violation of any provision of the Internet Acceptable Use Policy could incur disciplinary action by the district as well as loss of privileges on the Pearland ISD Network.

I understand that sites being accessed by users and electronic communication may be monitored at any time.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus: \_\_\_\_\_

<p><b><i>Office Use Only</i></b></p> <p>User name: _____ Password: _____</p> <p>Date of Training: _____</p>
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***(Note: After the mandatory training is completed, this agreement should be signed and returned to the Technology Department. On receipt, access privileges to the Internet will be granted.)***

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# **EMPLOYEE WELFARE**

# **EMPLOYEE WELFARE**

## **Physical Assaults or Threats to School Employees**

In the event of physical assault the following procedures shall be implemented:

1. Employees shall report cases of assault to the principal immediately.
2. After discussion with the employee, the principal shall call the appropriate assistant superintendent to report the incident and to activate the police department investigation.
3. In the event of injury, the principal shall see that medical attention is secured.
4. If necessary, the principal shall complete the workers' compensation form and submit to the superintendent's or designee's office. The principal shall also assist the police department and the district attorney's office.
5. The superintendent or designee shall secure a detailed statement of the incident and provide whatever assistance is necessary to aid the employee. Such a statement shall be made available to the employee and principal and may be utilized for third party hearings, juvenile department review, court hearings, etc.

In the event of a threat to do bodily harm, the following procedures shall be implemented:

1. Employees shall report threats to do bodily harm to the principal or supervisor.
2. After discussing the threat with the employee and ascertaining that, in the opinion of the employee, it is sufficient gravity to cause fear of bodily injury, the principal or supervisor shall call the superintendent or designee.
3. The superintendent or designee shall notify the police department, provide counseling and outline district security measures available.
4. The superintendent or designee shall be available to assist the employee to implement the action deemed necessary for protection.

# **DRUG FREE WORKPLACE**

## **Requirements**

The district 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.

The district prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in the workplace no later than five days after such conviction. 41 U.S.C. 702(a)(1)(D)

Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee. 41U.S.C. 702(a)(1)(D)

### **Standards of Conduct**

Employees are required to follow the Standards of Conduct regarding the unlawful possession of illicit drugs and alcohol. DH(Local) states: Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. 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.
2. Alcohol or any alcoholic beverage.
3. Any toxic glue, aerosol paint, or any other chemical substance for inhalation.
4. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

(Exception: This policy does not include prescription drugs when taken as directed by a licensed physician.)

Employee is subject to immediate dismissal for any participation in any of the above activities.

## **COMMERCIAL DRIVER'S LICENSE (CDL)**

### **Guidelines applicable to employees required to have a Commercial Driver's License (CDL)**

#### **Drug/Alcohol Testing**

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.

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

All employees required to have a CDL who are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Bob Crager, Executive Director of Human Resource Services. Disciplinary sanctions will be imposed on employees who violate the Drug Free Schools requirement.

These sanctions (consistent with local, state and federal law) can include termination of employment and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

#### **Commercial Driver's License Suspensions**

A bus driver who is ticketed for not having liability insurance must pay a surcharge on his or her CDL. Failure to pay surcharge will cause suspension of CDL. A suspended CDL does not meet the requirements of a bus driver or to continue as one. Failure to notify the district of a suspended CDL will result in immediate dismissal and ineligibility to be rehired.

#### **Expired Bus Driver Certification**

A bus driver who allows his or her bus driver certification to expire will be suspended without pay until completion of a recertification class. Failure to complete recertification class within five working days may lead to termination.

## **TOBACCO POLICY**

The use of tobacco products including but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and dip on and within all PISD property is strictly prohibited. This Policy applies to all persons on school property.

#### **Tobacco Use Prohibited**

State law prohibits smoking or using a tobacco product on all district-owned property and at school related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. A notice stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Use of tobacco is grounds for termination of employment.

# **EMPLOYMENT PRACTICE**

# HIRING PRACTICES

Announcements of job vacancies by position and location are distributed on a regular basis and posted at the Education Support Center, on the district website ([www.pearlandisd.org](http://www.pearlandisd.org)), and near the principal/director's office area. The notice will include a basic description of the job, essential credentials, deadline to apply, and the contact person. Applications are retained for two years unless the applicant requests in writing that the application be removed.

Professional personnel seeking employment must file an application with complete college and certification credentials. After the screening process, the appropriate administrator may invite selected applicants for an interview. Prior to making a recommendation for employment, a criminal history investigation is conducted on the applicant. Qualifications considered desirable are academic competence, success, and the personal qualities necessary for working in close association with students, parents, and the community. The superintendent makes the final recommendation to the Board. An official contract is offered after confirmation by the Board.

When a job vacancy occurs among auxiliary or support staff, all current applications are considered and screened. Consideration is given each applicant based on leadership potential, job qualifications, ability to perform the job, attendance record, and dependability, past evaluations, experience, and other criteria.

## **Diversity Action Plan: Equal Employment Opportunity**

It has been and continues to be the policy of the Pearland Independent School District as an *Equal Opportunity Employer* that all persons shall receive equal employment regardless of race, genetic information, color, sex, age, religion, disabilities, national origin or military status. The district does not discriminate against any employee or applicant for employment in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Equal employment opportunities include, but are not limited to recruitment, selection, placement, training, promotion, transfer, demotion, rate of pay, benefits, layoffs, terminations, social and recreational programs, and other conditions, obligations and benefits of employment. The Board of Trustees, the superintendent and all persons associated with the Pearland Independent School District are committed to the spirit and letter of the District policy.

The objective of the Pearland Independent School District has always been to base employment decisions solely upon job-related criteria and requirements and an individual's related qualifications and abilities. The Pearland Independent School District is expanding its efforts to identify and to develop a broader range of applicant sources in its employment activities.

To achieve its objectives, the Pearland Independent School District will continue to emphasize to applicants, employees, students, parents, the community and others, that opportunities in the Pearland Independent School District are made available on a nondiscriminatory basis and that the "best available candidate" is employed.

Should any employee or other individual have questions concerning Pearland Independent School District's equal employment opportunity policies or practices, that person is encouraged to contact the human resource services.

Employees with questions or concerns about discrimination on the basis of race, color, religion, gender, national origin, age, or military status should contact the superintendent or Bob Crager, Executive Director of Human Resource Services, the district's Title IX employee coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Bob Crager, Executive Director of Human Resource Services.

## **Contract and Noncontract Employment**

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board of Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Classroom teachers who provide direct instruction for less than four hours per day will not receive contracts. The terms and conditions of employment are detailed in the contract. In addition, a contracted employee may access employment policies referenced below by reviewing board policy online at [www.pearlandisd.org](http://www.pearlandisd.org) or upon request. Employees in all other positions are 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.

### **Probationary Contract**

Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment. Probationary contracts are one-year contracts. Classroom teachers who provide direct instruction for less than four hours daily will not receive a contract. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. The term of the contract is for one year and may be renewed for two more years for a maximum term of three years under probationary status. The probationary period for those who have been employed in public schools for at least five of the last eight years preceding employment by the district may not exceed one school year. For those with less experience, the probationary period will be three school years, with an optional fourth school year if the board determines it is doubtful whether the teacher should be given a term contract.

### **Dual Assignment Probationary Contract**

Pearland Independent School District issues to a teacher/coach new to the district a one-year dual assignment probationary contract. The employee cannot resign one position without resigning both positions.

### **Fourth Year Probationary and Dual Assignment Probationary Contract**

Teacher probationary contracts are for a one-year period and may be renewed for two additional one-year periods. At the end of the third probationary year, the district must decide to:

1. Hire the teacher under a continuing contract or teacher/coach under a dual assignment term contract;
2. Release the teacher; or,
3. Extend a fourth year of probation if the Board determines that it is doubtful that the teacher should get a continuing contract.

At the end of the probationary period, if in the Board's judgment the best interest of the district will be served, it may terminate the probationary contract. The Board's decision not to extend another probationary period, or to offer a continuing contract, is final and not appealable beyond the district level. The district must notify a teacher of the termination of the probationary contract no later than 45 days before the last day of instruction.

### **Dual Assignment Term Contract**

Pearland Independent School District issues to a teacher/coach a one-year dual assignment term contract after the employee has completed the required probationary period. An employee serving in a dual assignment position shall have continued employment as specified in the terms of the contract, upon satisfactory performance in each position. The employee cannot resign one position without resigning both. A teacher/coach does not have a contractual property interest beyond the term of the contract.

### **Continuing Contract**

Any district employee hired under a continuing contract prior to July 10, 2002, shall remain on a continuing contract until the employee relinquishes the contract. [DCC (LOCAL)] A current teacher employed under a continuing contract is entitled to continue in the teacher's position or a position with the District for future school years without the necessity of annual nomination or reappointment until one of the provisions of TEA Code §21.154 are exercised by the employee and/or the District.

A continuing contract is in effect until such time the teacher:

1. resigns;
2. retires under the Texas Retirement System of Texas;
3. is released from employment by the District because of a reduction in force;
4. is discharged for good cause as defined in the contract;
5. is returned to probationary status.

### **Term Contract**

A teacher who successfully completes the series of probationary contracts is eligible for a three-year term contract. A teacher/coach who successfully completes the series of dual assignment probationary contracts is eligible for a one-year dual assignment term contract. A current teacher/coach employed under a one-year dual assignment term contract shall remain on a one-year dual assignment term contract.

Term contracts governed by Chapter 21 of the Education Code shall be provided to SBEC certified employees serving as principals, assistant principals, teachers, counselors, diagnosticians, librarians, athletic directors, and nurses. In addition, term contracts are provided to SBEC certified positions of assistant superintendents (with the exception of the assistant superintendent for business), executive directors, and other administrators and professional employees (as designated in each job description).

### **Noncertified Professional/Administrative Employees**

As designated by board policy and job description, the Board may employ by written contract personnel not eligible for a contract under Chapter 21 of the Education Code. However, the provisions of Chapter 21 of the Education Code shall not govern such contracts. Personnel receiving a written contract are expected to hold a valid Texas Certificate, out-of-state certification, or shall provide evidence of eligibility for certification. The State Board of Educator Certification is charged with regulating and overseeing the State's certification of professional employees. Questions concerning certification should be directed to the human resource services.

Employees in professional and administrative positions that do not require SBEC 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 the district.

### **Paraprofessional and Auxiliary Employees**

All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district. District employees in positions normally requiring less than 12 months of service, who are expected to report to work at the beginning of the following school year, shall be provided a letter of reasonable assurance of employment.

### **Employee Performance Evaluation**

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

### **Teacher Appraisals**

PISD will provide Professional Development and Appraisal System (PDAS) orientation to employees as required by state guidelines. For detailed information concerning appraisal guidelines, contact your immediate supervisor or Kim Alvarez, Elementary Human Resources Specialist.

## **SEPARATION OF EMPLOYMENT**

### **Dismissal or Nonrenewal of Contract Employees**

Employees on probationary, term, and continuing contracts can be dismissed during the school year or non-renewed at the end according to the procedures outlined in district policies. An employee whose position requires SBEC certification or state licensure is responsible for maintaining current credentialing. Failure to do so may result in immediate dismissal. A teacher employed under a continuing contract may be discharged at any time for good cause as determined by the Board. Good causes defined as being the teacher's failure to meet accepted standards of conduct for the profession as generally accepted and applied at similarly situated school districts in Texas.

Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advanced notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct.

### **Reports to State Board of Educator Certification**

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

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

### **Dismissal of Noncontract Employees**

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The employee must follow procedures according to current board policy: DGBA (LOCAL). The district process is further addressed in the Employee Complaints Procedures section of this handbook.

### **Dismissal for Job Misconduct**

Job misconduct is the mismanagement of a position of employment by action or inaction, neglect that places in jeopardy the lives or property of others, theft, tobacco/drug use, intentional wrongdoing or malfeasance, intentional violation of a law, or violation of a policy or rule adopted to ensure orderly work and the safety of employees and students.

### **Resignation from Contract**

A teacher employed under a probationary, term, or continuing contract may relinquish the position and leave the employment of the district at the end of any school year without penalty, provided the teacher submits a resignation to the superintendent 45 days before the first day of instruction of the next school year. Receipt of a letter of resignation (first class or certified) shall be considered submitted on the post office date stamped. The superintendent shall have the authority to accept resignations.

In the event a teacher under contract which obligates the district to employ the teacher during the ensuing school year neither performs under the contract nor submits a timely resignation, the district may file a complaint to the State Board of Educator Certification (SBEC). SBEC has the authority to impose sanctions against a teacher.

A teacher resigning is expected to complete the *Request for Release from Contract* form and submit it to human resource services. A written letter of resignation may be attached.

For further information or clarification contact the human resource services at (281) 485-3203.

### **Resignation of Noncontract Employees**

Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the principal or department director 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.

### **Renewal/Nonrenewal**

Certified professional employees and nurses whose contracts are about to expire shall be notified by the Board not later than the 45th day before the last day of instruction whether the Board intends to renew or not renew the contract. Term contract employees may be terminated at any time for: (1) good cause as determined by the Board; or, (2) a financial exigency that requires a reduction in personnel.

### **Reports Concerning Court-Ordered Withholding**

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

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

### **Teacher Retirement**

All personnel employed on a regular basis for at least four and one-half months are members of the Texas Teacher Retirement System (TRS). For new employees, there is a 90-day waiting period before TRS membership begins. Texas certified substitutes not receiving TRS service retirement that work at least 90 days a year are eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Employees who plan to retire under TRS should notify the human resource services as soon as possible. Information on the application procedures for TRS benefits is available by contacting: Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas 78701-2698, or call 800-223-8778 or 512-397-6400. TRS information is also available on the web ([www.trs.state.tx.us](http://www.trs.state.tx.us)). Website also contains information on restrictions of employment of retirees in Texas public schools.

### **Employment After Retirement**

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site ([www.trs.state.tx.us](http://www.trs.state.tx.us)). On May 8, 2007 the Board of Trustees approved the following:

## ***RETIRE / REHIRE PROGRAM***

### **RATIONALE**

The Teacher Retirement System (TRS) allows school district employees to return to active service following their retirement, thereby allowing those individuals to receive retirement income and continue to earn a salary from a district.

The retire/rehire program benefits the district by:

1. rewarding eligible retirees with the benefits that continued service affords them;
2. reducing the costs of teacher recruitment and training;
3. decreasing the district's overall teacher turnover rate; and
4. placing our students' educational needs in the care of the most qualified and proven staff available.

The Pearland ISD Retire/Rehire program provides eligible TRS retirees a choice of continuing to work on a full-time basis on a short-term, year-to-year option.

**Eligibility for employment under the retire/rehire program is limited to those employed with the district in September, 2005 as a TRS retiree.**

### **PROGRAM GUIDELINES**

The Retire/Rehire program does not:

1. guarantee any district retiree employment after one-month break in service;
2. allow for any salary negotiation;
3. provide for continued employment beyond the school year.

### **Classroom Teachers**

The retire/rehire program calls for the board of trustees:

1. to designate the areas of acute teacher shortage [DC LEGAL: Employment Practices] annually, and
2. to ensure that the district actively recruits qualified teacher candidates and give preference in the hiring process to SBEC certified applicants who are not retirees.

The boards of trustees adopted by rule on **May 12, 2009** the following subject areas identified by the Texas Education Agency as areas of acute teacher shortage for the 2009-2010 school year:

Mathematics  
Science  
Special Education  
Languages other than English  
Bilingual/English as a Second Language  
Technology Applications

An eligible TRS retired teacher may be considered for a vacant position **only** in these teaching fields.

Recruiting strategies and resources for Pearland ISD to fill vacant professional positions include, but are not limited to:

- State and Out-of-State University Job Fairs
- Region IV Consortium of Schools
- Bay Area Consortium of Personnel Administrators
- Gulf Coast Association of School Personnel Administrators
- Pearland ISD District Job Fair
- Pearland High School BESTT Program
- State and National Advertisement
- TASA Educators' Job Bank
- District Website
- Online Applications

Hiring preference is given to certified, qualified non-retirees for professional positions.

An eligible TRS retired teacher must meet SBEC certification requirements and be highly qualified according to the No Child Left Behind Act for an appropriate vacant position. The principal is expected to interview at least three candidates and give preference to non-TRS retiree candidates. An exception is made for hard to fill positions where qualified candidates are unavailable.

If employed, the eligible TRS-retired teacher will work under a probationary contract not to exceed the current school year. Compensation for an eligible TRS retired teacher is per the state minimum salary schedule based on creditable years experience. An eligible TRS retired teacher will receive benefits as permissible under state law, TRS guidelines, and board policy. In addition, an eligible TRS retired teacher will receive supplements as applicable.

After one year of service as an eligible TRS retired teacher, the district will reiterate the preference for hiring certified, qualified non-retirees and continue its active recruitment efforts. Following exhaustive efforts to recruit and employ a non-retiree, the district may reconsider the re-employment of the retiree in the same position or another position for which the retiree is qualified. An eligible TRS retired teacher recommended for re-employment will receive a one-year term contract, unless further probationary status is permissible under state law.

### **Non-Classroom Teachers**

Administrative/professional, clerical/technical, and manual trades job classifications constitute the non-classroom teachers category for the purposes of the retire/rehire program. The district will give preference to the recruitment and employment of certified (if applicable), qualified non-TRS retirees. A supervisor making the recommendation to employ an eligible TRS retiree will document that he or she is the best qualified candidate.

Non-classroom teachers will serve without a contract unless mandated by state law. If a contract is required, an eligible TRS retiree will work under a probationary contract not to exceed the current school year. Thereafter, he or she is eligible for a one-year term contract. An eligible TRS retiree whose position does not require a contract serves as an at-will employee. An at-will employee may be dismissed without notice. An eligible TRS retiree recommended for a non-classroom teaching position is compensated accordingly:

An eligible TRS Retired Employee -- Eighty percent (80%) of his or her 2008-2009 daily rate not to exceed the board approved 2009-2010 midpoint for the respective pay grade plus permissible district benefits.

Exceptions may be presented for consideration and will be subject to superintendent approval. In addition, an eligible TRS retiree in a non-classroom teacher position will receive supplements as applicable.

## **Reduction in Personnel**

Pursuant to a contract provision, a reduction-in-force may take place when the Board determines that a financial exigency or program change requires that the contract of one or more administrators or their professional employees be terminated. Such a determination constitutes the necessary cause for dismissal under the following conditions:

Continuing contract teachers may be released from employment by the District at the end of a school year because of necessary reduction of personnel.

- Necessary reduction of personnel shall be made in the reverse order of seniority in the specific teaching fields.
- Before any teacher is so released from employment, the teacher shall be afforded the required due process.

### **Definitions**

#### ***Reduction of Personnel***

Reduction of personnel means the dismissal of an administrator or other professional employee before the end of a contract term for reasons of financial exigency or program change. Nonrenewal of an employee's term contract is not a "reduction of personnel" as used in this policy. This policy is applicable to employees who are employed pursuant to either a continuing or a term contract.

#### ***Financial Exigency***

Financial exigency means any decline in the Board's financial resources brought about by a decline in enrollment cuts in funding, a decline in tax revenues, or any other actions or events that create a need for the District to reduce financial expenditures for personnel.

#### ***Program Change***

Program change means any elimination, curtailment or reorganization of a curriculum offering, program, or school operation because of a lack of student response to particular course offerings, legislative revisions to program funding, or reorganization or consolidation of two or more individual schools.

Reduction in force may be made on a District-wide basis or by campus. When a reduction in force is to be implemented, the Board will first determine which employment areas, grades, departments, programs, categories of educators, other professional personnel, and administrators shall be affected. The Board may declare a position to be a unique position and eliminate that position without eliminating any others.

### **Employment Areas**

A reduction in force may be implemented in one, several, or all employment areas. Employment areas will be defined as follows:

Elementary grades, departments, or programs	Diagnosticians
Secondary departments or programs	Coordinators
Assistant Superintendents	Assistant Principals
Counselors	Principals
Librarians	Directors
Nurses	Executive Directors

Non teaching professional employees or administrative officers in one or more of the following categories:

Accounting	Maintenance and Operations
Auxiliary Personnel	Purchasing
Computer Technologies	Transportation
Food Services	

### **Criteria for Decisions**

Using the following criteria, the Superintendent or his designee will determine which particular employees will be reduced and will submit the recommendation to the Board. The following criteria, listed in order of importance, will be applied sequentially to the selected areas of employment until the number of staff reductions necessary has been identified:

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

### **Recommendation**

After considering the superintendent's recommendations, the Board will determine which employees will be dismissed. The employee will be given a statement of the reasons and conditions requiring the dismissal. The employee affected may request and be granted a hearing in accordance with the policy for termination during contract.

### **Rights of Employee Subject to Reduction of Personnel**

1. Upon written request an employee dismissed pursuant to this policy, will be notified in writing of any subsequent availability of the position for a period of one calendar year following the effective date of the dismissal. The notice will be mailed to the address on file for the former employee at the time of dismissal, unless the District has been notified in writing of a change of address.
2. After notification, the former employee must respond to the Board in writing within ten calendar days of receipt of notification if the person wishes to be considered for the position.



DOAA	Term Contracts: Resignation
EFA	Instructional Materials Selection and Adoption
EFE	Copyright Material
EIA	Grading/Permanent Record
FFAD	Student Welfare: Communicable Diseases
FFG	Child Abuse and Neglect
FNCJ	Sexual Harassment/Sexual Abuse
FO SERIES	Student Discipline
GRA	Local Governmental Authorities

## **Promotion/Transfer/Reassignment**

### **Promotion**

The superintendent and other designated staff shall determine the professional requirements for a given position. This information and a notice of vacancy shall be posted for those positions above entry level.

Any Pearland ISD employee may apply for advancement to a position of higher level (salary, days of employment, etc.) if he/she meets the qualifications for the position. The PISD employee may be given consideration over applicants from outside the district in accordance with the selection procedures determined at the time of posting. Posted positions are filled through the application process, not through the transfer process.

1. It is understood and agreed by the parties to this Contract that the Employee is not employed to fill a specific position or assignment and that the Employee may be assigned or reassigned to other or additional duties for which he or she is professionally certified or otherwise qualified to perform.

### **Transfer/Reassignment**

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the district. Those employed under a board approved contract are not employed to fill a specific position or assignment. Therefore, the employee may be assigned or reassigned to other or additional duties for which he or she is professionally certified or otherwise qualified to perform.

Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus when reassignments are due to enrollment shifts or program changes. 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. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee may be assigned to a different location in a position of the same salary level/pay grade. This is referred to as a **transfer**. If the request is made by the employee, it is a voluntary transfer, if the transfer is caused by the teacher's being surplus in the present location or by other administrative need, it is an involuntary transfer.

### ***Transfer Requests***

Employees will receive notice of the dates to submit an online transfer and the respective deadlines that a transfer may be honored. Transfer requests must be approved by both the sending and receiving principal.

All personnel may request a transfer to other employment positions within the district at the time specified for application for transfer provided he/she meets the required qualifications for a position. Requests for specific assignments or reassignments shall be granted only if the assignment will not lessen the effectiveness of the

overall system. Generally, requests for reassignment shall be discussed with the principal or immediate supervisor, and then submitted to the human resource services for final approval. All transfer requests are coordinated by the human resource services and must be approved by sending and receiving principal.

## **Teacher Assignments and Schedules**

### **Assignment**

Teachers shall be assigned in areas or subjects for which they have completed an approved program of teacher education and certification. Campus assignments and reassignments will be made by the principal and shall be consistent with District policy and equal opportunity employment.

Note: Certain exceptions are specified in TEA *Bulletin 753*, Guidelines for School Personnel: Certification, Allocations, and Records.

All personnel are employed subject to assignment and reassignment by the superintendent or an officially designated representative at any time. Assignments and/or additional duties shall be based on the overall needs of the District. Any employee may request assignment to another position within the District for which he or she is qualified.

### **Work Schedules**

Administrative/Professional employees are exempt from overtime pay and are employed on a 10, 11-, or 12-month basis, according to the work schedule set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedule including required days of service and scheduled holidays will be distributed by the human resource services. Unless otherwise designated professional employees work an eight hour day.

Clerical/Technical and Manual Trades employees are employed “at-will” and will be notified of the required duty days, holidays, and hours of work on an annual basis. Clerical/Technical and Manual Trades employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

The work week and daily time schedules shall be determined by the superintendent or designee and principals. Failure to observe the established schedule may constitute neglect of duties.

Educational Support Center: (Telephone switchboard is open from 7:30 a.m. to 4:30 p.m.)

### **Full-time Teachers/Librarians**

1. Each full-time teacher, including a teacher who directs extracurricular activities, must teach an average of four hours a day.
2. Planning and preparation time for teachers 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.
3. Full-time teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week during lunch when no other personnel are available.
4. Itinerant teachers may be assigned duty at the home campus, but not at other locations.

### **Half-time [50%] Teachers**

1. Half-time teacher is compensated at one-half of his or her proper placement on the teacher salary schedule.

2. Half-time teachers who are active contributing members of TRS are eligible to participate in the district's self-funded medical plan.
3. Half-time teacher will report a minimum of three hours and twenty minutes [200 minutes] but not to exceed four hours [240 minutes].
4. Half-time teacher is expected to teach a minimum of three hours per day.
5. Half-time teachers are required to attend half of the scheduled workdays. (Attendance beyond the half-day will be optional with no additional compensation.)
6. At the discretion of the principal, half-time teachers may be required to perform tasks expected of a full-time teacher during work hours and to attend after school meetings.
7. Half-time teachers will have a minimum of 20 minutes a day for instructional preparation and parent conferences but not to exceed 30 minutes.

### **Duties**

Teachers should become familiar with the provisions of the district and campus handbooks which constitutes an expression of the administrative procedures for the guidance of the teachers in their respective workplace.

### **Faculty Meetings**

Principals may call faculty meetings whenever they feel it would be in the best interest of their campus. These meetings may be held within the working day or beyond the normal working hours if needed. Faculty meetings may be scheduled or called with reasonable advance notice.

# **COMPENSATION AND BENEFITS**

**Health/Medical Insurance**

The district's self-funded medical plan is available to all employees (except substitutes) who are an active contributing member of the Teacher Retirement System of Texas [TRS] on the first day of the month following the hire date. The employee's monthly premiums and the district's contribution to the plan are determined annually by the board of trustees. **An eligible employee has only thirty-one (31) days following the hire date to enroll for benefits.** Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided annually.

The insurance plan year is from January 1 through December 31. Current employees can make changes in their insurance coverage during open enrollment each fall. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Karen Murr, **Employee Benefits Coordinator** at ext. 11120 for more information.

### **Family Status Change**

An employee enrolled in the district's self-funded insurance program may make changes to who's eligible for coverage provided one of the family status change requirements is met. Family status change is when an unforeseen circumstance occurs that an employee has no control over that affects medical benefits for which a person is eligible. Only the following specific events qualify as a change in family status:

- Marriage
- Death of Spouse/Child
- Legal Adoption/Placement of Child
- Reduction in hours of employment
- Beginning of spouse's employment/benefits
- Dependent becomes ineligible
- Commencement of/return from unpaid leave of absence
- Significant change in cost/coverage
- Involuntary loss of outside coverage
- Eligible/ineligible for Medicare/Medicaid
- Loss of spouse's employment/benefits
- Open enrollment at spouse's employment
- Judgment/decreed/order for coverage of children
- Divorce/Annulment
- Birth of a Child

**Employee must provide proof of a family status change no later than thirty-one [31] days of the event.**

Employees may contact Karen Murr, **Employee Benefits Coordinator** at ext. 11120 for more information.

### **Supplemental insurance benefits**

Employees, at their own expense, may enroll in district approved supplemental insurance programs. Premiums for these programs are paid by the employee through payroll deduction. Employees may go to [www.pearlandisd.org](http://www.pearlandisd.org) and click on Benefits for detailed descriptions of supplemental benefits, coverage, prices, and eligibility requirements.

### **Unemployment Compensation Insurance**

Employees who have been terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Karen Murr, **Employee Benefits Coordinator** at ext. 11120.

### **Cafeteria Plan Benefits (Section 125)**

Employees are eligible to participate in the Cafeteria Plan (Section 125) and under IRS regulations, must either accept or reject this benefit. Flexible Spending Accounts allow you to direct a part of your pay, on a pre-tax

basis, into special accounts that can be used throughout the year to reimburse yourself for certain out-of-pocket medical expenses and/or dependent day care expenses. Because your money goes into your reimbursement accounts before federal and state income taxes are withheld; you pay less in taxes, and ultimately have more disposable income.

A third party administrator handles employee claims made on these accounts. New employees must accept or reject this benefit during their first 31 days of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

## **Leaves and Absences**

The district offers employees paid and unpaid leave of absences in times of personal need. Described below are the basic types of leave available and restrictions on leaves of absences. Employees who have personal needs that will require an absence greater than five consecutive days should contact Karen Murr, **Employee Benefits Coordinator** at ext.11120 for counseling about leave options and communicating such absence with the district. For information regarding continuation of employee benefits contact Karen Murr.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Should an employee use all available paid leave and is unable to return, the employee will not receive compensation until the individual returns to work. Otherwise, the district does not make benefit contributions for employees who are on unpaid leave.

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

Each employee shall earn state personal and local leave at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually. Any leave taken for which leave balances are insufficient shall result in the deduction of the daily rate of pay from the employee's paycheck. Leave shall be recorded in whole workdays and half workdays for exempt employees only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act. Leave for non-exempt employees are recorded in hours. Bus drivers shall be charged to the nearest tenth of an hour for assigned routes.

Paid leave for the current year shall be available for use at the beginning of the school year. Paid leave shall not be approved for more workdays than have been accumulated in prior years plus those to be earned in the current year. When an employee who has used more leave time than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck. Employees shall be docked in accordance with the Fair Labor Standards Act.

### **State Personal Leave**

Five workdays paid leave per year for state personal leave use is available to all regularly employed personnel of the Pearland Independent School District. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. The use of this leave is defined in Board policy DEC (Local).

#### **Nondiscretionary**

Nondiscretionary day absences include:

- Illness of self
- Illness of a member of the employee's immediate family.
- Family emergency which is limited to natural disasters and life-threatening situations involving the employee or a member of the employee's immediate family.
- Death in the employee's immediate family.  
Immediate family includes
  - Spouse

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

Any absence due to bereavement (funeral) of someone other than in the immediate family may be requested as a discretionary leave day provided it is not blocked.

- Active military service.

**Discretionary leave** may be taken at your discretion (as you determine) subject to supervisor approval and the District's Blocked Discretionary Leave Calendar for 2009-2010. [See attached]

**At the campus level**, the principal may deny a discretionary leave request based on the availability of substitutes and the effect the employee's absence may have on the educational program for the particular day(s) requested.

**For non-campus employees**, the supervisor may deny a discretionary leave request based on the effect that the employee's absence may have on the District's operations.

Discretionary use of state personal leave shall not exceed five (5) consecutive workdays. Request for discretionary leave must be submitted one (1) full work day in advance. Employee is responsible for submitting their *Request for Discretionary Personal Leave* by entering their absence in the AESOP system. Employees without computer access may submit *Request for Discretionary Personal Leave via paper form*. A discretionary leave day absence without the principal or supervisor's prior approval may cause the employee to be docked at a rate not to exceed the employee's daily rate.

Any leave taken for which leave balances are insufficient will result in the employee being docked. An employee is permitted to take no more than two (2) local leave days each school year for discretionary use provided all state personal leave has been taken. Same terms and conditions listed for discretionary use of state personal leave are in effect.

ANY QUESTIONS: Contact Human Resource Services at (281) 485-3203.



# BLOCKED DISCRETIONARY LEAVE DAYS

## 2009 – 2010



### PEARLAND INDEPENDENT SCHOOL DISTRICT

**July**

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

**August**

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

**September**

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

**October**

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

**November**

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

**December**

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

- July**
- 3 Day before a holiday
  - 6 Day after a holiday
- August**
- 17-20 Staff Development (except FMO & ESC)
  - 21 Campus Workday (except FMO & ESC)
  - 24 First day of fall semester (except FMO & ESC)

- September**
- 4 Day before a holiday
  - 8 Day after a holiday
- October**
- 12 Staff Development (except Trans, FMO & ESC)
  - 20-23 Testing High School only (except Trans, FMO & ESC)

- November**
- 20 Day before holiday (except FMO & Trans)
  - 30 Day after holiday
- December**
- 18 Day before holiday (except FMO & Trans)

- January**
- 4 Day after a holiday
  - 15 Last day of first semester (except Trans, FMO & ESC)
  - 19 First day of second semester (except Trans, FMO & ESC)
- February**
- 8 Staff Development (except Trans, FMO & ESC)

- March**
- 1 Testing high schools only (except Trans, FMO & ESC)
  - 3 Testing all campuses (except Trans, FMO & ESC)
  - 4-5 Testing high schools only (except Trans, FMO & ESC)
  - 12 Day before a holiday (except FMO & Trans)
  - 22 Day after a holiday
- April**
- 1 Day before a holiday (except FMO & Trans)
  - 5 Day after a holiday
  - 6-7 Testing Middle & Jr. High School only (except Trans, FMO & ESC)
  - 27-28 Testing all campuses (except Trans, FMO & ESC)
  - 29 Testing all campuses (except Elementary, Trans, FMO & ESC)
  - 30 Testing Jr. High & High School only (except Trans, FMO & ESC)

- May**
- 28 Day before a holiday (except FMO & Trans)
- June**
- 1 Day after a holiday
  - 3 Last day of spring semester (except Trans & ESC)

FMO— Facilities Maintenance & Operations; TRANS—Transportation Dept.;  
ESC—Education Support Center, both Administrative Professional & Clerical/Technical Employees

**January**

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

**February**

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

**March**

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

**April**

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

**May**

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June**

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30			

08-14-09

### **Sick Leave**

State sick leave accumulated prior to 1995 known as “old sick leave” is available for use and may be transferred to other school districts in Texas. State sick leave may be used for employee illness, illness in the employee’s immediate family, family emergency (i.e. natural disasters or life-threatening situations beyond the employee’s control), death in the immediate family, or active military leave.

### **Local Leave**

Five workdays paid leave per year for local sick leave use are available to all regularly employed personnel of the Pearland Independent School District. There is no limit on the accumulation of local sick leave, but it is not transferable among school districts. The use of this leave is defined in Board policy. After all available state has been used, an employee may use two local leave days for discretionary reasons.

### **Excessive Absences**

Any employee who is absent more than 5 consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and fitness to return to work. Any employee who is absent more than five consecutive days will be placed on the appropriate leave of absence.

A supervisor may require medical certification to substantiate absences from an employee who demonstrates a pattern of chronic absenteeism. Medical certification should confirm that the employee received treatment and was unable to work during the absence. Medical certification may also be required for the treatment of an employee’s child if the employee claims the child could not be left in the care of someone other than the child’s parent.

### **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person’s age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee 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 workers’ compensation benefits. Upon 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 deducted if accrued paid leave is not available.

### **Workers' Compensation**

Pearland Independent School District has a self-funded workers’ compensation plan to provide coverage to its employees who are injured on the job or suffer a work-related illness. An employee absent from duty because of a job-related illness or injury may be eligible for workers’ compensation weekly income benefits if the absence exceeds seven calendar days. An employee receiving sick leave or any other paid leave benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers’ compensation weekly income benefits until all designated leave is exhausted or to the extent that paid leave does not equal the pre-illness or –injury wage. If the use of paid leave is not elected, then the employee will only receive workers’ compensation wage benefits for any absence resulting from a work related illness or injury, which may not equal the employee’s pre-illness or –injury wage. All personnel are eligible. Such coverage applies only to injuries sustained by the employee while acting in the course of employment. All work-related accidents or injuries must be reported immediately to the appropriate supervisor. The benefits include payment of medical expenses and, in some cases, partial replacement of lost earnings. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. More information can be obtained

regarding workers' compensation rights from any office of Texas Department of Insurance, Division of Workers' Compensation Commission or contact Karen Murr, Employee Benefits Coordinator at 832.736.6120.

**EMPLOYEE ON WORKERS' COMPENSATION MAY NOT RETURN TO WORK WITHOUT A WRITTEN RELEASE FROM THE EMPLOYEE BENEFITS COORDINATOR.**

**An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, max leave and/or assault leave, as applicable.**

### **Workers' Compensation Reporting Procedures**

- Personnel injured on the job are required by law and local policy to report such injury to the supervisor immediately. The supervisor must complete and submit a "First Report of Injury" form to the employee benefit office the day of the injury.
- Any employee who is unable to report to work after an injury will need a doctor's statement before returning to work. This doctor's statement must state "Full Duty-No Restrictions" or specify restrictions.
- If the employee is unable to return to work after seven (7) working days, it will be the responsibility of the employee to call their supervisor each week to report the employee's work status. Each time the employee goes to the doctor the employee will, within one day after the appointment date, bring or mail a copy of the doctor's statement to the supervisor or the benefits office. The supervisor will notify the employee benefits office of the employees' work status as changes occur.
- Except in the instance of assault leave, absence due to on-the-job injury may be deducted from the employee's applicable accrued sick leave/vacation days.

### **Family and Medical Leave (FML)**

#### **Eligibility**

Employees who have been employed by the district for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of paid or unpaid leave each year between July 1 and June 30 for the following reasons:

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

#### **Continuation of benefits and job restoration**

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

#### **Requests for FMLA**

Employee requiring family medical leave may pick up a FML packet from the employees benefits office or access the packet online at [http://www.pearlandisd.org/hr/doc\\_forms.htm](http://www.pearlandisd.org/hr/doc_forms.htm) . Contact Karen Murr, **Employee Benefits Coordinator** at ext.11120 should you have questions regarding details about eligibility, requirements, and limitations.

Should an employee use all available paid leave and is unable to return, the employee will not receive compensation until the individual returns to work.

An employee while on Family/Medical Leave is prohibited from visiting job location or other school sites unless for school purposes unrelated to the employee's position.

Employees requesting Family and Medical Leave will be counted against their annual FMLA entitlement. The district shall require employees to use family and medical leave, temporary disability leave or max leave if applicable. All leaves will run concurrently with paid leave with the exception of workers' compensation if not chosen by the employee. Contact Karen Murr, **Employee Benefits Coordinator** at ext.11120 for additional information.

**An employee on workers' compensation and is absence due to the work-related injury or illness shall be designated as FMLA leave, temporary disability leave, max leave and/or assault leave, as applicable**

When the need for family and medical leave is foreseeable, employees must provide 30-day advance notice to the district. When the need for leave is not foreseeable, employees must contact their principal or department director within 48 hours of the need for FML. Employees will be required to provide:

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

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

**Intermittent leave** may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work.

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

### **Military Service FML**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. The service member must be the employee's spouse, child, parent, or next of kin.

### **Temporary Disability Leave**

Certified full-time employee whose position requires certification from the State Board of Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave by submitting a letter to human resource services. The letter should be addressed Bonny Cain, Ed.D., Superintendent, and must include reason(s) for the leave and the date requested by the educator for the leave to begin. The leave request letter 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 for no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures. If an employee is placed on temporary disability leave involuntarily, he or she may protest the action by presenting evidence of fitness to work.

**Send letter and medical certification statement to human resource services for processing.**

When an employee is ready to return to work, the human resource services should be notified at least 30 days in advance when possible. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Returning educator will be reinstated to the campus to which he or she was previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, educator will be reinstated at the beginning of the following school year.

**Return to Work from Medical Leave**

Upon return to work after any medical leave of absence, an employee shall provide medical certification that he/she is capable of performing the essential functions of his or her job, with or without reasonable accommodation. To return to work from medical leave, an employee **must** present to human resources a return to work notice from a health care provider. It is the employee's responsibility to provide the return to work notice. Return to work notice may be presented prior to actual return so as to avoid a possible delay in receiving a paycheck. **Bus driver's health care provider note must state that the bus driver is released to drive a bus.** The employee may not return to work without a written release from human resources.

**Jury Duty**

Texas public schools are prohibited from penalizing or discriminating against an employee for complying with a jury summons. School districts are required to pay the employees regular salary while the employee is engaged in jury service and may not reduce the employee's personal leave. Employees shall advise the principal or department head in order that a substitute can be notified, in plenty of time, prior to the service. **When the court has released an employee the employee is to report to his or her principal or department head immediately.** Employees are required to submit court documentation confirming their service.

**Other Court Appearances**

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences due to compliance with a valid subpoena related to District business or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

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

**Military Leave**

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

Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to human resources.

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 Karen Murr, **Employee Benefits Coordinator** at ext.11120 for details on eligibility, requirements, and limitations.

### **Unauthorized Absences from Duty**

Payroll deductions for each day of unauthorized absence from duty shall be made based on the employee's current daily rate of pay as determined by dividing the annual base salary by number of days employed.

An unauthorized absence shall be defined as an absence from the assigned duty not covered by the District's adopted policies for vacation, non-duty, personal leave, civic duty, local sick leave, maternity leave, military leave, sabbatical leave, or for an unauthorized leave as determined by the superintendent or designee.

## **Automated Educational Substitute Operator (AESOP)**

### **Procedures for ALL Employees**

AESOP is an automated telephone and online system that all employees use to report an absence. An employee is required to report the absence as soon as the employee knows he/she will be absent for any reason. The AESOP system secures a substitute for the reported absence and documents when a substitute accepts the job. The campus secretary can access AESOP to find out what employees will be absent for the day and what substitutes have accepted the job.

### **GETTING STARTED WITH AESOP**

- Secure an employee quick start guide, phone guide, and welcome letter from AESOP/Substitute Clerk in Human Resources and keep them at home in a secure location .
- Bookmark AESOP as a link on your computer.

### **How do I register with AESOP?**

1. Simply dial 1-800-942-3767.
  2. Enter your identification (ID) and PIN numbers.
- Register immediately as an employee with the AESOP system. The AESOP/Substitute Clerk will send you a welcome letter with your personal ID and PIN numbers on it. When you access the AESOP system for the first time, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. John Doe, 3<sup>rd</sup> grade) as AESOP will play this recording to potential substitutes for all future absences you register. You will not be asked to record this information each time you register an absence.

### **How do I report an absence?**

- **Report an absence online by accessing [www.aesoponline.com](http://www.aesoponline.com)** . Enter your ID and PIN number then click Go. Click on the "Create an Absence" link from the function menu to the left side of your Homepage. AESOP will present a screen on which now you can enter all your absence information. Please read the AESOP QuickStart Guide for Employees to be familiar with AESOP online website system.
- **Report an absence by telephone by calling 1-800-942-3767.** Enter your ID number followed by the # sign. Enter your PIN number followed by the # sign. From the Main Menu Press 1 to "Create an Absence".

Enter your absence information from the oral instruction given on the AESOP telephone line. Please read the AESOP Phone System Instructions for Employees to be familiar with AESOP Phone System.

- (Note: You are only able to enter dates up to 30 days in advance of the current date. Also, if you work at more than one school, please see the Employee Quick Start Guide for special instructions.
- If you need to review an upcoming absence enter 3, in it is a specific absence enter 4, then follow the oral directions given on the AESOP phone line, on line website, or inside the Instruction Booklet.
- When you return from your absence, report to the campus secretary to sign an absence sheet.

### **Prearranging A Preferred Substitute**

- To prearrange a substitute, talk to the substitute to see if he/she will accept the job.
- You can assign a substitute to an absence at various points in time such as immediately upon entering the absence or a subsequent occasion.
- Select your absence by clicking on the Confirmation number “link” from any of the Absence Lists on the AESOP website.
- Click on the [Assign a Substitute to the Absence](#) link.
- Click on the letter corresponding to the last name of the substitute you wish to assign to your absence.
- AESOP will confirm the assignment by placing your selected substitute’s name into the “Fulfilled by:” field.
- Important: it is YOUR responsibility to make sure that the sub knows about the assignment when you assign a substitute this way. AESOP will not call the sub to inform them about the assignment.
- Recommend you get to know the substitutes and prearrange absences with a substitute. If you can’t prearrange with a preferred substitute, then follow procedures to create an absence. If you do not prearrange or request a particular substitute, the first available substitute to accept the job will substitute for your class.

### **Advanced Planning for Securing Substitutes**

- Any time you know in advance that you’ll be out, call or access online the AESOP system immediately to secure a substitute, if your position requires a substitute. You can call up to 30 days in advance. You may contact AESOP 24 hours a day, 7 days a week. When you have a discretionary day, workshop, athletic trip, jury duty, field trip, call the system as soon as you aware of the date you need to be out. If a substitute can not be found because you waited until the morning of the event to call, your principal may cancel your absence. If you call in the morning of a known event or reasons listed above, our office will notify the principal of your late call and someone from Human Resource Services will contact you. This may be used for documentation under the Professional Development Appraisal System (PDAS).
- If you are ill or a family member is ill, call the system as soon as you realize you will be out. If you wait until the morning of the absence, there is no guarantee that AESOP will be able to secure a substitute for you. The system will start calling substitutes at 5:30 a.m. However, you can call anytime before that so it will start calling for your substitute right at 5:30. You must call AESOP for any absence before 6:00 a.m. or no later than one hour before official teacher reporting time. After 6:45, you are required to contact the principal or secretary to report your absence. They will know that a substitute may not be available and they will have to make other arrangements to cover your class. Following these guidelines will help prevent hardships on the campus for having to make such arrangements.

If you have question or problems with the AESOP system, call AESOP/*Substitute Clerk*, at **281-485-3203 ext. 11146**. *If she isn’t available, contact Keream Simon, HRS Specialist-Support Services and AESOP Administrator, at 281-485-3203, ext. 11152.*

### **Procedures for a teacher securing substitute(s) for an extended period**

- When a teacher knows he/she will be out 6 or more days, the teacher needs to notify the campus secretary, principal as soon as possible. The principal approves a long term substitute for any leave of absence. The secretary, principal will notify the AESOP/Substitute Clerk who the approved long-term substitute is. The AESOP/Substitute Clerk will enter the substitute’s name in the AESOP system for the teacher who is

absent for the leave. During the leave, the substitute will not be called for other jobs and the teacher will not have to call in the absence each day.

- After the teacher returns from the leave, the long-term substitute will start receiving calls for other jobs. The teacher will resume calling in any absences after the leave.
- A teacher who needs to be out for *extended personal illness, for the birth of a child, or to take care of an immediate family member for 6 or more days*, needs to discuss this with the principal and/or secretary. If a teacher **has not worked for the district a full year** and has a personal illness, the **teacher can request temporary disability**. The teacher must obtain a doctor's note that states the health condition and the approximate dates the teacher needs to be off duty. The teacher prepares a letter addressed to Dr. Bonny Cain, Superintendent, and send both documents to human resources. Human resource services will send a letter to the teacher notifying them if the Superintendent approved the Temporary Disability request.
- If the teacher **has been employed for more than a year with the district**, the teacher must obtain a **FML (Family Medical Leave)** packet from the campus secretary or the Human Resource Services office. The white pages are an explanation of FML. The yellow page is sent to human resources to notify her of the FML request. The teacher is responsible to give the blue pages to the health care provider and return completed to human resources. A letter from human resources is sent to the teacher notifying him/her of the placement on FML.
- **A teacher must have a doctor note to return from an absence for more than 6 days. The teacher reports to the Human Resource Services office to obtain the Return to Work form.**

Should you have any questions about leaves of absences, contact human resource services.

## Salary Information

### Salary Structure

Employees are compensated according to the board approved pay schedule for each established position. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule. A salary information sheet is sent to each employee as soon as possible after school starts. This information sheet should be reviewed and retained by the employee for future reference.

Employees may access the district website for a listing of salaries, job pay grades, and benefits or contact human resources for more information.

### Employees Formerly on Career Ladder

As long as a teacher or librarian is employed by the same school district, the teacher or librarian is entitled to:

1. Placement on the minimum salary schedule at the step above the step on which the teacher would otherwise be placed, if the teacher or librarian received a career ladder supplement for level two of the career ladder on August 31, 1993; or
2. Placement on the minimum salary schedule at the step two steps above the step on which the teacher would otherwise be placed, if the teacher or librarian received a career ladder supplement for level three of the career ladder on August 31, 1993.

Education Code 21.403(d)

### Undergraduate Hours Supplemental Pay

Non-degreed employees shall receive additional pay for undergraduate hours leading to an associate's degree or a bachelor's degree provided the following provisions are met:

1. Undergraduate courses must directly relate to current job assignment or lead to a bachelor's degree in education (or towards teacher certification)
2. Supplemental pay shall be approved for coursework completed prior to October 1<sup>st</sup> of a school year.

3. Submit to human resource services a completed Undergraduate Hours Increment Request Form and official documentation (i.e. degree plan and official transcripts) prior to October 1<sup>st</sup> of the school year in which the supplemental pay is to be received.
4. Coursework must be from an accredited college or unit recognized by the Texas Education Agency.

The rate of pay shall be \$20 for each approved semester hour of credit added to the total annual salary. The total supplemental pay shall not exceed \$720. In the following instances will no payment be granted:

- Courses audited
- Courses for which no credit for semester hours is given
- Coursework previously awarded but repeated
- **Failure to request supplemental pay prior to October 1<sup>st</sup>**
- Graduate-level courses unless approved by human resources

Undergraduate courses completed prior to July 1, 2002 shall be eligible for payment without a degree plan. After this date, both a degree plan and official transcript must be submitted to receive supplemental pay for additional courses completed.

Non-degreed employees shall continue to receive supplemental pay for undergraduate hours until employment ends or the employee accepts a position that requires a college degree.

#### **Graduate Hours Supplemental Pay Leading to a Master's Degree**

Additional pay for graduate courses leading to a master's degree in education for a related teaching field shall begin immediately upon employment. The degreed professional must submit official evidence (degree plan, transcript) and application form requesting supplemental pay that validates the work completed has been approved for credit toward a master's degree prior to October 1<sup>st</sup> of the school year in which the pay is to be received. No payment shall be made for undergraduate level courses. Courses not associated with a degree or certification (or deficiency plan) are subject to approval by human resource services provided the coursework is directly related to the current assignment. The administrative decision on approval or non-approval shall be final and non-appealable.

Degreed professionals working towards a master's degree will receive twenty dollars per graduate hour earned prior to the Fall 2002 semester not to exceed \$720. The supplemental pay for graduate hours earned starting with the Fall 2002 semester is thirty dollars per hour not to exceed a total of \$1,080 for graduate hours. The total supplemental pay shall not exceed \$720 for graduate course work completed prior to the Fall 2002 semester during any school year. In addition, the total supplemental pay for graduate hours completed prior to the Fall 2002 semester and/or thereafter shall not exceed \$1,080 during any school year.

A degree plan and transcripts must be submitted to the human resource services before October 1<sup>st</sup> of the school year in which the pay is to be received. Degreed professional who fails to submit the required documentation including application form by October 1<sup>st</sup> in which the pay is to be received, may resubmit for pay the following school year. Payments for graduate courses shall cease when the master's degree is obtained and the teacher is moved to the master's degree salary schedule.

#### **Graduate Hours Supplemental Pay Above a Master's Degree**

Degreed professionals working towards a degree beyond the master's and/or required to take graduate hours as required for a certification which cannot be obtained in a bachelor's degree program are eligible for graduate hour supplemental pay. Compensation is twenty dollars per graduate hour earned prior to the Fall 2002 semester not to exceed \$480. Starting with the Fall 2002 semester, the pay is thirty dollars per graduate hour not to exceed a total of \$720 during any school year. Request for pay and official evidence (degree plan, transcript) and application form must be submitted to the human resource services prior to October 1<sup>st</sup> of the school year in which the pay is to be received. Courses not associated with a degree or certification (or deficiency plan) are subject to approval by human resource services provided the coursework is directly related to the current assignment. The administrative decision on approval or non-approval shall be final and non-appealable. The total supplemental pay shall not exceed \$480 for graduate course work completed prior to the Fall 2002 semester during any school year. In addition, the total supplemental pay for graduate hours completed prior to the Fall 2002 semester and/or thereafter shall not exceed \$720 during any school year.

A degree plan and transcripts must be submitted to the human resource services before October 1<sup>st</sup> of the school year in which the pay is to be received. Degreed professional who fails to submit the required documentation including application form by October 1<sup>st</sup> in which the pay is to be received, may resubmit for pay the following school year. Payments for graduate courses beyond the master's degree shall cease when a doctorate degree is obtained.

### **Deadline for submitting request for college work and appropriate transcripts is October 1, 2009.**

#### **Doctorate Degree Supplemental Pay**

Effective 7/1/09- Doctorate Degree must be applicable to current job assignment and is subject to approval by human resource services. Employees receiving doctorate degree supplemental pay prior to 7/1/09 are grandfathered.

#### **Approved supplemental pay of \$1,800 for the doctorate degree is calculated at the point that official confirmation (transcript) is submitted to human resource services.**

Contact: Certification Office, Human resource services  
(281) 485-3203

#### **Salaries, Wages, and Stipends**

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on an hourly wage or provided compensatory time for each overtime hour worked.

Employment, assignment, and salary placement are in accordance with the job requirements as specified by the job description. For all employees, the district will only consider actual years of experience, not purchased years of experience for TRS purposes. The district does not pay for experience until verified with an official Teacher Service Record [TSR]. Out of state or private school experience must be verified on a TSR. Work experience at a college or university must also be verified by a service record and by the College Verification Form. A TSR received on a classroom teacher *only* will receive back pay for the current school year provided the TSR is received before the beginning of the next fiscal year. Employees other than classroom teachers may receive back pay (if applicable) provided the TSR is received before the individual completes assigned number of workdays for the current fiscal year.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. Future salaries cannot be predicted from the 2009-2010 salary schedules. Classroom teachers, librarians, counselors, and nurses will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra duty pay schedule. Supplemental duties do not constitute a property interest meaning the employee is not entitled to continuing such duty from school year to school year and may be removed from supplemental duty at any time. Stipends are also subject to change at any time. Employees should contact the human resource services for more information about the district's pay schedules or access salary information on the district website: [www.pearlandisd.org](http://www.pearlandisd.org).

#### **Annualized Compensation**

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

**Compensation For Unused Local Sick Leave Upon Retirement**

Any employee who retires from the district, or who retires within 75 days of resignation from the district, under the rules of Teacher Retirement System of Texas in 2002 or in 2003 shall receive at the end of the last year of employment a lump sum payment for unused local leave earned since the 1981-82 school year, up to a maximum of 90 or 100 days, respectively. The amount shall be determined by multiplying the number of eligible days of unused local leave by the final year’s annual salary (divided by twice the number of days employed per year) and by the number of years of service in the district (divided by 20).

If the calculated lump sum payment is less than \$100, no payment shall be made.

Leave for which reimbursement has been made shall be deleted from the service record and shall not be reinstated if the employee returns to district employment. [DEC (LOCAL) COMPENSATION AND BENEFITS: LEAVES and ABSENCES]

On the district network, an employee may access how to calculate unused sick leave for retirement by going to the PISD Neighborhood Network at: ESC1/PISD Shared Files/ESC/Business/Local Leave Pay Off Estimate.

**Vacation Days**

Board Policy Reference: DED (LOCAL) COMPENSATION AND BENEFITS: VACATIONS AND HOLIDAYS

Eligible 240 or more day employees who work six hours or more per day shall be eligible for paid vacation as per the below chart. Eligibility is based on an employee in a 240 or more day position as of August 10, 2004.

Yrs. Of Service	Vacation Days Earned	Formula
1 - 10	10	12 months X .834 (5/6ths)
11 - 19	15	12 months X 1.25 (1 1/4ths)
20 +	20	12 months X 1.667 (1 2/3rds)

For anyone whose employment became effective on or after August 11, 2004 shall earn a maximum of ten (10) paid vacation days.

All vacation calculations shall be made using an employment year of July 1 through June 30 each year. Vacation for a fiscal year shall be calculated on employment through June 30 of each year.

The immediate supervisor shall approve use of vacation days, and ALL\* earned vacation should be used prior to September 1 (14 months after the end of the fiscal year for which the vacation days were earned) of each calendar year.

Vacation days shall not accumulate unless written approval is given by the superintendent.

Employees who resign prior to the end of the current school year may remain as a district employee until all earned vacation is used. Employees who resign after school is out, but prior to the start of the next school year; may submit a written request to the superintendent for payment of unused vacation. Only the superintendent may approve an exception based on extenuating circumstances.

**Nepotism Policy**

Related employees may teach, work, and be assigned to the same department, division, campus or building. However, a related employee may not supervise, be evaluated by, or recommend for benefit or promotion their own relative.

**Job Reclassification**

All positions will be assigned to pay grades based on the level of skill, effort, and responsibility required of the job assignments. Superintendent or designee will determine job classifications or reclassifications with input from TASB for positions based on an assessment of job requirements and comparability to other district positions.

Change in placement of a job is not a promotion or demotion. Classification change signifies modifications of job duties or qualifications.

An employee may request a job reclassification by submitting a job analysis questionnaire within the prescribed time period. The designated time period is typically late February through March each year. The job supervisor is expected to review and complete the supervisor section of the job analysis.

Human resource services must receive all forms and supporting documents by the set deadline. Reclassification recommendations are subject to final approval by the superintendent. The decision of the superintendent is final and not subject for review. Approved job reclassifications become effective beginning with the next school year.

Based on budgeting considerations for the next school year, a moratorium could be placed on accepting job reclassifications requests. For the 2008-2009 school year, the district did place a moratorium on job reclassifications.

# **EMPLOYEE RECORDS**

**EMPLOYEE RECORDS**

## **Documents**

The District shall maintain documents in support of data submitted to TEA for financial and personal days/leave purposes. The following documentation shall be readily available, as appropriate, for professional and paraprofessional personnel:

- contract
- service record and any applicable attachments
- professional certificate or license
- transcripts
- sick leave absence reports
- teaching schedule
- audit verification card (if previously audited)

## **Access to Employee Records**

All information contained in the personnel file of an employee shall be made available to that employee or the designated representative upon written request on a form provided by the human resource services by the employee giving a 48 hour advance notice of such records, except as otherwise required by law. Employees may choose within 14 days after employment to submit a written request to the human resources department not to release his/her address, phone number, social security number, and any information that reveals whether they have family members.

## **Verification of Employment**

Upon request and with written authorization, human resources will provide verification of employment within 3-5 business days.

## **Certification Records**

Teachers employed under an emergency permits, probationary certificates, temporary certificates, and Texas One-Year certificates must satisfy the State Board of Educator Certification [SBEC] requirements for proper certification for the position in which they are employed within the time allotted by SBEC.

All professional employees who have earned certificates or degrees of higher rank since the previous school year must file the required documents with the Human resource services:

- An official college transcript showing highest degree earned and date conferred.
- Valid certificate of higher rank.

**Note: Additional hours and/or degree rank information must be filed with the Human resource services by October 1 in order to be reflected in the computation of the employee's current year salary.**

The District shall maintain current and complete personnel records of all employees.

## **Request for Copies of Credentials**

Employees may request a copy of credentials to be mailed to another school district or a personal copy by forwarding a completed request form to the human resource services. Plan two to five working days for requests to be processed. Professional staff is encouraged to maintain a copy of their personnel records. Official transcripts become property of the Pearland Independent School District and are not released until employment ends.

## Overtime Compensation

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must actually work more than 40 total hours in a week to earn overtime compensation.

## Overtime Compensation for Hourly Employees

Guidelines in regard to the documenting and use of overtime/compensatory time follow.

- ❖ Clerical or hourly employees shall have their supervisor's written permission and shall be approved in advance by the superintendent or supervising assistant superintendent, except in an emergency, to work over thirty-seven and one half (37.5) hours per week and receive compensatory time.
- ❖ This *permission* shall be recorded on the attached form ***with the amount of extra time approved prior to the employee working any additional time.*** Compensatory time to be used shall be specified. This form shall be submitted bi-monthly to the payroll department.
- ❖ ***It is the supervisor's responsibility to make sure employees do not work more than thirty-seven and one half (37.5) hours per week without compensatory time or additional pay.***
- ❖ Granting compensatory time, in lieu of immediate pay in cash for overtime, shall be by agreement between the immediate supervisor and the employee and signed by the superintendent or supervising assistant superintendent at the time the overtime is worked. This agreement must be in writing.
- ❖ All compensatory time shall be used within the semester it is earned or no later than the next semester as long as it does not unduly disrupt the operations of the district. Employees shall notify their immediate supervisor five (5) days in advance of taking any compensatory time.
- ❖ The use of accumulated compensatory time is not subject to the schedule limitations under Policy DEC (Local) that govern the use of discretionary leave.
- ❖ The maximum compensatory time which may be accrued shall be **twenty-one (21) hours** for a semester. Semesters are July through December and January through June.
- ❖ The work week for the Pearland Independent School District shall begin at 12:01 a.m. Sunday of each week.
- ❖ All accrued and/or used compensatory time records shall be maintained in the district's payroll office. Failure to submit records regarding compensatory time to the payroll office may result in disciplinary action.

Updated 08/06

## **Compensation Day Procedures for Teacher Workdays**

What follows are the provisions allowing teachers to comp out on workdays. These procedures do not apply to staff development days and only apply to the full-time teaching staff.

- Comp days are provided for workshops, seminars, etc. attended in the summers or on Saturdays.
- Workshops may be used for comp day and continuing professional education.
- Comp time will be matched hour for hour; however, comp time is awarded in “full workday” increments only (partial or parts of workdays will not be granted)..
- Teachers may use all three workdays for comp days in any one school year.
- The comp day/workday “calendar” will run from June 1 through May 31.
- Approval by the principal must be obtained a minimum of three days before the workshop/seminar is held. The attached form is to be used for this process.
- Comp time will not be approved for workshops/seminars held during the school day.
- Courses or hours taken for removal of emergency or special assignment permit.
- Provisions for other similar circumstances as mentioned above may not be used for comp time.
- Comp time will not be granted for activities taken at the school district’s expense.
- The workshop/seminar must be directly related to the teaching assignment.
- Each teacher will keep his/her own paperwork, certificates, etc. on file. The campus principals will only keep copies of the completed approval form.
- Travel time to and from workshops will not be included in comp time calculations.
- The workday for which a comp day is used must have a 3 day advance approval.
- There is no appeal to a principal’s decision not to count specific workshops/seminars.
- If the last work day is used, the teacher must be checked out by the principal.
- On other work days, grades/other required material are to be turned in on time.
- Teacher must request advanced approval by submitting the following:

## Workshop/Seminar Request Form

Approval must be obtained a minimum of three days prior to the workshop/seminar.

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Position \_\_\_\_\_ Workshop/Seminar Title \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_ Hrs Attended \_\_\_\_\_

Signature of Requestor \_\_\_\_\_

Approved \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

## Comp Day Request

Workshop/seminar hours completed \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Workday requested for comp time \_\_\_\_\_ (Date)

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date Approved

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Payroll/Miscellaneous Records**

In addition to records required by law and TEA regulations, district personnel shall be required to have on file the following materials:

- W-4 Form
- Pre-tax Form
- Insurance Election Form
- I-9 Form

### **Maintenance of Records**

All records shall become the permanent property of the District and the State of Texas to be used for the proper maintenance of personnel records for the individual as required by law.

All District records are maintained as required by the Texas Government Records Act and the records control schedules under provisions of the Texas Local Government Code.

### **Name/Address Change**

It is important that employment records be kept up to date. Employees must notify the human resource services if there are any changes or corrections to their name, home address, mailing address, home telephone number, marital status, emergency contact, or beneficiary. **Name change and address change forms are available online** at [www.pearlanisd.org](http://www.pearlanisd.org) or can be obtained from the human resource services.

# **PAYROLL PROCEDURES**

## Pay Day

All employees are paid twice a month. The primary factor in determining the beginning and ending dates of an individual's payroll is the number of days the employee is required to work. Listed below is the beginning and ending payroll dates for 2009-2010 based on the number of days employed.

<u>Scheduled Days</u>	<u>Date of First Paycheck</u>	<u>Date of Final Paycheck</u>
187 days or less	September 15, 2009	August 30, 2010
188 – 199 days	August 30, 2009	August 15, 2010
200 – 220 days	August 15, 2009	July 30, 2010
240 – 261 days	July 15, 2009	June 30, 2010

Employees working fewer days than in the previous year could result in not receiving a paycheck up to four pay periods. Should the number of days for your assignment decrease, you may contact Human resource Services or the Payroll department at 281-485-3203 to review options that may be available to you.

Employee's beginning and ending payroll dates change due to additional days being added to his or her position or being promoted to a new position may receive the remainder of his or her previous annual salary before receiving the first paycheck of the new salary.

## Payroll Changes

All requests for payroll changes must be made in writing. A request for a change may not be considered by telephone. To change marital status or exemptions for tax purposes, the employee must complete a new W-4 Form.

# Payroll Deductions

## Required Deductions

- *Federal Withholding* - Figured automatically by the income tax withholding percentage method according to the marital status and number of exemptions claimed on the W-4 Form.
- *Medicare* - 1.45% of the gross salary will be deducted each pay period for any person hired after March 31, 1986.
- *Teacher Retirement* - 6.4% of total gross salary deducted each pay period.
- *Retirement Insurance* - .65% of total gross salary deducted each pay period.

## Optional Deductions

- *Additional Federal Withholding* - An amount decided by the employee to be withheld in addition to the required amount each month. This amount has to be indicated on the employee's W-4 form.
- *Annuity* - These are deducted each check. The amount is calculated by the agent on the basis of salary. All annuity agreements (SRA's) are to be submitted to the district's third party administrator for processing.
- *Health Insurance* - These monthly deductions are based upon the type of plan requested. It is the employee's responsibility to add or drop dependents in the event of a family status change within 31 days of occurrence through the benefits office.
- *Life Insurance* - voluntary coverage available to full time employees.

- *Disability Insurance* - monthly deduction, amount determined by the plan requested.
- *Dental Insurance* - available on a pretax basis.
- *United Way* - deducted during each current school year.
- *Professional Dues* - deducted during each current school year. Upon written request, the employee can stop this deduction at any time. The remainder of the balance for professional dues will be deducted upon termination, unless requested otherwise.
- *Credit Union* - Employee must contact the business office to begin, stop, or change deductions.
- *Flex Plan* - Dependent care and Medical Reimbursement Plan

## **Payroll Services**

### **Paychecks**

All employees are paid twice each month. During the school year, paychecks are delivered to each campus or job location. Paychecks will not be released to any person other than the district employee named on the check **without the employee's written authorization and proper identification. Employees on direct deposit may access their pay stubs on the district website at any time.**

Paychecks will include payment for any paid services beyond normal job assignment. For employees, all taxable income is paid through the payroll department in order to comply with the Internal Revenue Service rules and regulations. At the end of the calendar year, the business office will issue W-2 forms to all employees and 1099 forms to non-district employees for taxable income. A fee of \$10.00 shall be charged to replace a lost paycheck or W-2 form.

Employees should contact the human resource services at (281) 485-3203 for information about the district's pay schedules or their own pay. Questions an employee may have about his/her payroll check should contact the payroll office at (281) 485-3203.

### **Direct Deposit**

Employees hired July 1, 2007 or later will be paid through direct deposit. Substitutes shall be given the option to be paid through direct deposit. Direct deposit authorization forms can be found in the business office or accessed on the district's website. These forms must be submitted on or before the 1st of each month to become effective that month. Employees who desire direct deposit should bring a voided personalized check, account identification card or other bank validation of the personal account number to the payroll department. The bank will receive a pre-notification the first pay period after the direct deposit request and the employee's check will be delivered to the employee's assigned location as usual. The following, or second pay period, the employee's check will be directly deposited. If a change of banks occurs, the employee will be issued a check for the next pay date while a pre-note is confirmed with the new bank. If the pre-notification is successful, direct deposit will resume the following month. This information must be received in the personnel department, processed and received in the payroll department by the 1st of the month. If a change to direct deposit information is submitted, the employee has two payroll cycles to the new banking information.

### **Payroll Advance**

A \$1,000.00 advance is available for any teacher new to the district the first month of employment. This advance is then deducted from the next two paychecks. In addition, new teachers can opt for 25 checks their first year instead of 24 payroll checks.

### **Summer Paychecks**

All employees whose work assignment is less than 230 days will receive their summer paychecks by mail, using the employee's address listed with Human Resources Services. All substitute's checks will be mailed.

### **Change in Marital Status**

Any change in marital status will require the employee to come to the Human Resources Department to complete the necessary forms for change in beneficiaries and updated forms for any name change.

## **Travel Procedures**

### **Expense Reimbursement**

Each district employee who is authorized to travel assumes, with the acceptance of that authorization, a direct responsibility to limit travel claims to those actually incurred. All expenses should be clearly for the purpose of discharging essential official business of the District. Planning of day-to-day travel should take into consideration the most economical means of accomplishing the authorized mission. This planning should include consideration of the use of personal car or common carrier, sharing rides with other employees, and similar alternatives. The District will reimburse an employee or organization for reasonable expenses incurred during travel for school business or instructional purposes as long as funds for the trip are budgeted or in an activity fund.

### **Travel Authorization**

A signature of approval shall be secured by employees for professional trips on the appropriate district form. Approval shall be secured for all professional trips whether at employer or employee request.

### **Travel Reimbursement**

Employees shall be required to submit a monthly travel report every calendar month in which reimbursable travel expenses are incurred. Employee expenses associated with authorized school trips shall be reimbursed in accordance with the following allowances:

**Hotel** - The cost of hotel rooms shall be reimbursed, provided the traveler's reimbursement claim is submitted with an attached "paid" bill or receipt from a commercial hotel, motel, or other commercial lodging establishment. No more than the actual cost of overnight accommodations will be reimbursed. The District will not pay for movies, personal telephone calls, or other types of personal expenditures. The employee is responsible for obtaining and submitting a "STATE Tax Exemption Certificate" before checking into the hotel.

**Meals** - The district may reimburse up to \$36.00 per day for meals and gratuity. In the event meals are provided or a full day of travel is not required, the \$36 per day allowance shall be reduced as follows:

Breakfast	\$9	If employee leaves the district after 6:00 a.m.
Lunch	\$12	If employee leaves the district after 1:00 p.m. or returns to the district before 11:00 a.m.
Dinner	\$15	If employee returns to the district before 7:00 p.m.

The traveler shall be away from the district overnight to be eligible for meal reimbursement.

A "paid" bill or receipt from the food establishment must be submitted with the reimbursement claim. The receipt must carry the date of the meal, name of food establishment, and be itemized.

**Public Transportation** -- Employees traveling by commercial airlines shall make arrangements for flights directly with the airline. Airline tickets purchased by employees without authorization will not be reimbursed.

Taxicab costs are considered to be public transportation and shall be reimbursed at actual cost. Receipts shall be submitted for all expected reimbursements.

**Private Transportation** -- Travel by personally owned private conveyance outside of the District shall be reimbursed at 55 cents per mile unless otherwise authorized by the superintendent or chief financial officer. Mileage claims shall be based on the shortest practical route between the District and the destination via intermediate points at which official business is conducted. When two or more employees travel in a single private conveyance, only one shall receive reimbursement. When two, three, or four employees of the District with the same itinerary on the same dates are required to travel for the same purpose for which travel reimbursement for mileage in a personal car is claimed, mileage reimbursement shall be claimed and allowed for only one of the employees except as provided hereafter. If, in any instance, it is not feasible for these employees to travel in the same car, then prior official approval shall be obtained and shall be considered as authorization and as the basis for reimbursement for travel for each person authorized to use his or her personal car in such travel.

**Parking Costs** - An employee who drives a car to a meeting and who shall be required to pay a parking fee for the automobile shall be reimbursed provided a receipt is submitted with the employee's travel expenditure report form.

**Other Expenses** - The District may reimburse employees for other reasonable expenses provided all items are identified and receipts are submitted for reimbursement. Tips for meals may, according to reasonable and customary guidelines, be included as part of the expense of the meal.

**Advanced Travel Funds** - As a practice, travel advances should be avoided by planning far enough ahead to obtain purchase orders for registration fees, airline tickets, hotel rooms, etc. However, should a travel advance be required the following procedures shall apply:

- Submit a Travel Advance and Expense Form, approved by the immediate supervisor, to the business office ten (10) working days before funds are needed.
- Requests for travel allowances will not be processed if less than \$50.00.
- Not later than five (5) working days after the trip, attach all bills and receipts to the travel request form and submit the form to the administrator who approved the advance.
- Administrators shall immediately review the travel report, affix a signature on the travel reimbursement form, and forward the report to the business office.
- If advance is not returned and/or receipts submitted to the business office within eight (8) business days of returning from trip, the balance may be deducted from the employee's next paycheck.

**Out of State Travel** – Out of state travel must be approved by the director/principal, the supervising assistant superintendent and the superintendent. The business office will not process any reimbursement without all three approvals.

**EMPLOYEE  
RECOGNITION  
AND  
AWARDS**

# DISTRICT COMMUNICATION

The communications office publishes newsletters, brochures, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

In addition, Pearland ISD uses an automated telephone system (Connect-Ed) to communicate important information to district employees. Employees are responsible for keeping contact information up-to-date through the human resources office. Change of name and change of address forms are available online.

Throughout the year Pearland ISD recognizes employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in district publications, and through special events and activities.

Each spring Pearland ISD hosts an Employee Awards Celebration to recognize employees who have achieved longevity, retirement and outstanding performance in the classroom.

## **Service Awards**

Awards will be given for service in the district for multiples of five years employment and on the following basis:

- A year of service shall be determined by TEA service requirements.
- Awards will be given for years of total service in the district, continuous or otherwise.
- Awards will be presented at an annual awards celebration.

## **Retirees**

Retirees who have turned in a letter of retirement to the human resource services on or before March 1, 2010 will be honored at the Employee Awards Celebration.

## **Teacher of the Year**

Each year Pearland Independent School District gives an award for Pearland Elementary Teacher of the Year (PK-6) and Pearland Secondary Teacher of the Year (7-12) using the following guidelines:

- |                        |   |
|------------------------|---|
| Eligibility -          | Any certified professional who is employed a minimum of one (1) year in the Pearland Independent School District and is nominated by a member of the professional staff is eligible. Candidates must be certified instructional personnel. Candidates must agree to attend the Employee Awards Celebration before accepting the nomination. |
| Method of Selection -  | Each campus will have one candidate as the campus teacher of the year.  |
| Announcing Winner-     | The elementary and secondary teachers of the year are announced at the annual Employee Awards Celebration in May, 2010.   |
| Composition of Award - | Each person whose name is submitted to the selection committee is recognized by receiving a Certificate of Teaching Excellence. A copy is placed in each nominee's personnel file. The recipient of the Elementary Teacher of the Year Award and Secondary Teacher of the Year Award will also receive an engraved wristwatch.              |

### **Glenda Dawson First Year Teacher Award**

Each year Pearland Independent School District issues a Glenda Dawson First Year Elementary Teacher (PK-6) Award and Glenda Dawson First Year Secondary Teacher (7-12) Award using the following guidelines:

- Eligibility - Candidates must be first-year, full-time teachers. Teachers who are in their first year of teaching and are participating in the Alternative Certification Program (ACP) are eligible. Candidates must agree to attend the Employee Awards Celebration before accepting the nomination.
- Method of Selection - Principals will nominate the candidates and complete the application form.
- Announcing Winner- The Glenda Dawson First Year Teacher Award winners are announced at the annual Employee Awards Celebration in May, 2010.
- Composition of Award - Each person whose name is submitted to the selection committee is recognized by receiving a Certificate of Teaching Excellence and a copy placed in their personnel file. The recipient of the Glenda Dawson First Year Elementary Teacher and Glenda Dawson First Year Secondary Teacher Award will receive \$500.00 for instructional supplies.

**COMPLAINTS  
AND  
GRIEVANCES**

# COMPLAINTS and GRIEVANCES

## Background

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss 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. For ease of reference, the district's current policy and related forms concerning the process of bringing concerns or complaints is reprinted below. Since board policy DGBA (LOCAL) is subject to change, you may secure the latest version from your supervisor or human resources. You may also access policy and filing forms on the district website at [www.pearlandisd.org](http://www.pearlandisd.org).

The human resource services staff is available to explain the complaint/grievance process or answer any procedural questions.

## GUIDING PRINCIPLES

### INFORMAL PROCESS

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

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

### DIRECT COMMUNICATION WITH BOARD MEMBERS

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

### FORMAL PROCESS

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

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

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

## NOTICE TO EMPLOYEES

The District shall inform employees of this policy.

## FREEDOM FROM RETALIATION

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

## WHISTLEBLOWER COMPLAINTS

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

## COMPLAINTS AGAINST SUPERVISORS

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

## COMPLAINTS

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

## EXCEPTIONS

This policy shall not apply to:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIA]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIA]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIA]
4. Complaints concerning instructional materials. [See EFA]
5. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
6. Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. [See DFBB]
7. Complaints arising from the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term. [See DFAA, DFBA, or DFCA, respectively]

## GENERAL PROVISIONS

### FILING

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

## RESPONSE

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

## DAYS

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

## REPRESENTATIVE

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

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

## CONSOLIDATING COMPLAINTS

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

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

## UNTIMELY FILINGS

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

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

## COSTS INCURRED

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

## COMPLAINT FORM

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

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One

conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

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

## LEVEL ONE

Complaint forms must be filed:

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

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

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

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

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

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

## LEVEL TWO

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

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

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

The Level One record shall include:

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

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

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

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

### LEVEL THREE

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

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

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

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

The Level Two record shall include:

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

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

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

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

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

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

**PEARLAND INDEPENDENT SCHOOL DISTRICT**  
**EMPLOYEE COMPLAINT**

*LEVEL ONE*

**INSTRUCTIONS**

To file a formal complaint, complete this form and submit by hand delivery, fax, or U.S. mail to immediate supervisor **and** to the human resources director within the time established in DGBA (LOCAL). Complaint will be heard in accordance with DGBA (LEGAL) AND DGBA (LOCAL).

An incomplete complaint form may be dismissed. The complaint may be resubmitted with all the required information within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable at the time of filing, it may be presented no later than the Level One conference.

Keep a copy of the completed form and any supporting documentation for your records.

**Name:** \_\_\_\_\_

Position: \_\_\_\_\_ Department/Campus: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_

1. If you will be represented in pursuing your complaint, please identify the individual and/or organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

2. Please state the event or series of events causing the complaint.

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

3. State the date of the decision or circumstances causing the complaint.

\_\_\_\_\_

4. Please state your complaint, including the individual harm alleged.

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5. Describe any efforts you have made to resolve your complaint informally and the response to your efforts.

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6. With whom did you communicate?

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7. On what date?

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8. Please state the remedy you seek for this complaint:

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Employee Signature

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Date

**PEARLAND INDEPENDENT SCHOOL DISTRICT**

**RESPONSE TO LEVEL ONE CONFERENCE**

**Employee Name:** \_\_\_\_\_

Position: \_\_\_\_\_ Department/Campus: \_\_\_\_\_

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Dear \_\_\_\_\_ :

Having considered the complaint discussed in our Level One Conference on \_\_\_\_\_ (date), I have decided:

(Select One)

~ For the following reasons, I am unable to provide the remedy you seek:

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

~ I will take the following actions to grant the remedy you seek per your complaint:

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

~ Although I am unable to provide the full remedy you seek per your complaint, I will take the following actions to provide a partial remedy:

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

To appeal this response, you must file a written notice of appeal with the human resources director within the time limits set in DGBA (LOCAL).

\_\_\_\_\_  
Signature of Principal/Supervisor

\_\_\_\_\_  
Date

# PEARLAND INDEPENDENT SCHOOL DISTRICT

## NOTICE OF APPEAL

### REQUEST FOR *LEVEL TWO* CONFERENCE

#### INSTRUCTIONS

To appeal a Level One decision, or the lack of a timely response after a Level One conference, complete this form and submit by hand delivery, fax, or U.S. mail to the superintendent **and** to the human resources director within the time established in DGBA (LOCAL). Appeal will be heard in accordance with DGBA (LEGAL) AND DGBA (LOCAL).

An incomplete request for a Level Two conference may be dismissed. This form may be resubmitted with all the required information within the designated time for filing a complaint.

Attach to this form a copy of your original complaint and any documentation submitted at Level One.

Attach a copy of the Level One response being appealed, if applicable.

Keep a copy of the completed form and any supporting documentation for your records.

**Name:** \_\_\_\_\_

Position: \_\_\_\_\_ Department/Campus: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_

- 
1. If you will be represented in pursuing your complaint, please identify the individual and/or organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

2. To whom did you present your complaint at Level One?

\_\_\_\_\_

3. Date of Level One conference:

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4. Date you received a response to the Level One conference:

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5. Please state specifically how you disagree with the outcome at Level One:

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6. Please state specific remedy you sought in Level One that was denied or not addressed that you are now seeking remedy at Level Two:

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Employee Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**PEARLAND INDEPENDENT SCHOOL DISTRICT**  
**RESPONSE TO LEVEL TWO CONFERENCE**

**Employee Name:** \_\_\_\_\_

Position: \_\_\_\_\_ Department/Campus: \_\_\_\_\_

-----  
Dear \_\_\_\_\_ :

Having considered the complaint discussed in our Level Two Conference on \_\_\_\_\_ (date), I have decided:

(Select One)

- I am unable to grant your appeal. I will uphold the decision made at Level One by \_\_\_\_\_ (name) and communicated to you in the Level One response.
- I wish to grant your appeal and have instructed
- \_\_\_\_\_ (name) to find a resolution in keeping with the remedy you seek.
- Although I am unable to fully grant your appeal, I have instructed
- \_\_\_\_\_ (name) to take the following actions as a partial remedy to the remedy you seek per your complaint:

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

To appeal this response, you must file a written notice of appeal with the human resources director within the time limits set in DGBA (LOCAL).

\_\_\_\_\_  
Signature of Principal/Supervisor

\_\_\_\_\_  
Date

**PEARLAND INDEPENDENT SCHOOL DISTRICT**

# NOTICE OF APPEAL

## REQUEST FOR *LEVEL THREE* PRESENTATION

### INSTRUCTIONS

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, complete this form and submit by hand delivery, fax, or U.S. mail to the superintendent **or** to the human resources director within the time established in DGBA (LOCAL). Appeal will be heard in accordance with DGBA (LEGAL) AND DGBA (LOCAL).

An incomplete request for a Level Three presentation with the Pearland ISD Board of Trustees may be dismissed. This form may be resubmitted with all the required information within the designated time for filing a complaint.

Attach to this form a copy of your original complaint and any documentation submitted at Level One and at Level Two.

Attach a copy of the Level One and Level Two response being appealed, if applicable.

Keep a copy of the completed form and any supporting documentation for your records.

**Name:** \_\_\_\_\_

Position: \_\_\_\_\_ Department/Campus: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_

- 
1. If you will be represented in pursuing your complaint, please identify the individual and/or organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

2. To whom did you present your complaint at Level Two?

\_\_\_\_\_

3. Date of Level Two conference:

\_\_\_\_\_

4. Date you received a response to the Level Two conference:

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5. Please state specifically how you disagree with the outcome at Level Two:

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6. Please state specific remedy you sought in Level Two that was denied or not addressed that you are now seeking remedy at Level Three:

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7. Do you want the Board to hear this appeal in open session?  
(Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for open session.)

~ Yes ~ No

Employee Signature: \_\_\_\_\_

Signature of employee's representative (if applicable):

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Date Submitted: \_\_\_\_\_

# **STUDENT ISSUES**

### **Activity Funds**

Employees should refer to the principal for activity fund procedures.

### **Administering Medication**

Only designated employees can administer medication to students. A student who must take prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. All medication will be kept in the school clinic for disbursement.

### **Elementary Students**

Elementary students may take prescription and nonprescription medication at school in the clinic under the supervision of the employee designated by the principal with the specific, written orders from a physician and written permission of the parent.

### **Secondary Students**

Junior and senior high school students may take current prescription and nonprescription medication which is the correct dosage for the age of the student in the clinic under the supervision of the employee designated by the principal with written permission of the parent.

### **Dietary Supplements**

State law prohibits district employees 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.

### **Distribution of Samples and Other Advertising Matter to Students**

The school may accept samples or other advertising materials such as rulers, pencils, etc., when it is of value to the school program. Book covers are accepted exclusively from Walraven. Contact district textbook custodian at (281) 412-1234 if book covers are needed.

### **Fraud and financial impropriety**

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

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

### **Fund Collecting for Outside Firms**

Teachers are not permitted to collect funds from students for sales by firms outside the schools.

### **Hazing**

Any district 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 their supervisor or campus principal.

### **Parent and Student Complaints**

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

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

### **Psychotropic Drugs**

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

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

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

### **Release of Student Directory Information**

No directory information relating to parents and/or students shall be released before the requirements of Section 438(5)(A&B) of the *Family Rights and Privacy Act of 1974*, 20 U.S.C., have been met.

### **Student Records**

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

- Parents of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older or attending an institute of postsecondary education)
- School officials with legitimate education 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 principal for assistance.

### **Release of Students from School**

No child may be released from school at times other than regular dismissal hours except with the permission of the principal of the school. It shall be the responsibility of the teacher in charge of the student to determine that such permission has been granted before dismissing the student.

### **Student Attendance**

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

### **Tutoring**

Teachers are not allowed to privately tutor their own students for pay, except during the summer months.

## **Reporting Suspected Child Abuse and Neglect**

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports are made to Child Protective Services (CPS), division of the Texas Department of Protective and Regulatory Services, at 1-800-252-5400. State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

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

### **Student Discipline**

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

### **Bullying**

All employees are required to report student complaints of bullying to the respective campus administrator or immediate supervisor. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property. Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

# **MISCELLANEOUS POLICIES**

**Adult Meals**

Food Service department is committed to providing a balanced nutritious breakfast and lunch for students and staff. Since adult meals are not federally funded, prices are set to cover all related costs. Staff is encouraged to eat in the cafeteria.

Cost of an adult meal is:

Breakfast	\$1.50
Lunch	\$3.10
ALA Carte	Prices vary depending on selection

**Advertisements**

Announcements, bulletins, and posters advertising any activity, which is neither sponsored by the school, nor closely, related to the work thereof, shall be approved by the building principal.

**Asbestos Management Plan**

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district’s management plan is kept in the Maintenance and Operations office and is available for inspection during normal business hours. For more information, contact David Holland, Director of Facilities, at 281-485-4545.

**Bad Weather Closing**

The district may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of district facilities. When it becomes necessary to open late or to release students early, school officials will notify the following radio and television stations:

**TV:**

Channel 2 (KPRC)	Channel 13 (KTRK)
Channel 11(KHOU)	Channel 26 (KRIV)

**Radio:**

KIKK (95.7 FM)	KTRH (740 AM)
KILT (610 AM & 100.3 FM)	KPRC (950 AM)

**Building Use**

Keith Ordeneaux, Facilities Manager, is responsible for scheduling the use of school district facilities after school hours. Contact Facilities Manager at (218) 485-3203 to request to use school facilities and to obtain information on the fees charged.

**Cell Phone Use**

Use of cell phones during instructional time is prohibited for employees.

**Copyrighted Materials**

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, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Teacher must complete the proper video rental form and have the approval of the principal before showing to students. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

### **Criminal History Record Information Authorization**

The District may obtain criminal history record information that relates to a person the District intends to employ or a person who has indicated, in writing, an intention to serve as a volunteer with the District, Education Code 22.083 (a).

The District may obtain criminal history record information that relates to:

1. A District volunteer or employee; or
2. An employee or applicant for employment by a person that contracts with the District to provide services if:
  - a. The employee or applicant has or will have continuing duties related to the contracted services; and
  - b. The duties are or will be performed on school property or at another location where students are regularly present.

The Superintendent shall promptly notify the State Board for Educator Certification (SBEC) in writing if an applicant for or holder of a certificate issued under Chapter 21, Subchapter B of the Education Code has a reported criminal history. Education Code 22.083(c)

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

### **Senate Bill 9 Requirements**

In Accordance with Senate Bill 9 that was passed by the 80<sup>th</sup> Legislature, the Texas Education Agency (TEA) is required to acquire criminal history reports on certified and currently employed educators, substitutes and non-certified employees hired after January 1, 2008.

Effective August 24, 2009, all employees are required to pay for their own fingerprinting prior to employment with Pearland ISD.

Please contact Keream Simon, HR Specialist-Support Services, at 281-485-3203 EXT. 11152 to get additional information about this new requirement.

### **Emergencies**

During actual emergency conditions, students and employees will remain at their work stations unless otherwise directed by the superintendent. Buses will not be made available for transportation until authorized by the superintendent or a designee. Civil Defense vehicles, ambulances, firefighting units, police, and other authorized vehicles shall have priority in the vicinity of a school or other district property.

All employees should be familiar with the evacuation diagram posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district facilities. Employees are expected to know the location of a fire extinguisher nearest their place of work and how to use them.

### **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), and extracurricular athletic activity safety. Certification or documentation must be issued by the American Red Cross, the American Heart Association, University Interscholastic League or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their valid certification to respective program supervisor.

### **Identification Badges**

All employees are issued an ID badge at new employee induction. Designated employees are required for timekeeping purposes to display their ID badges while on duty. Replacement cost is \$10.00.

### **Loan of Equipment and Furniture**

No equipment or furniture shall be loaned to individuals and outside organizations when the loan requires the removal from the premises without the permission of the superintendent or designee.

### **Notification of Parents Regarding Certification Status**

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

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

Teachers who have questions about their certification status may call human resource services at (281) 485-3202.

### **Personnel Records**

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

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

The choice to not allow public access to this information may be done at any time by submitting a written request to human resource services. New or terminating employees have 14 days after employment or termination to submit a request. Otherwise, personal information will be released to the public upon request.

### **Personal Use of District Computers and Data Management**

The district's electronic communications systems, including its network access to the Internet, are primarily for administrative and instructional purposes. All hardware and software that is purchased by the district belongs to Pearland ISD. This equipment (computers, laptops, projectors, cameras, software and any other technological device) is to be used to support the educational goals of the district. Staff members are not allowed to use district property for personal use. In the event of this occurring, the staff member is fully financially responsible for the equipment.

Electronic mail transmissions and other use of the electronic communications system are not confidential and can be monitored at any time to ensure appropriate use.

**Employees who are authorized by the employee to use the systems are required to abide by the appropriate district's policy and administrative guidelines. Failure to do so can result in disciplinary action including termination. Employees with questions about computer use and data management may contact Vickie McCarthy, Director of Technology at (281) 485-3203.**

### **Pest Control Management**

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. The district's integrated pest management program (IPMP), developed in accordance with the requirements of the Texas Structural Pest Control Act, shall govern the district's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around district facilities.

Before treating a school building for pest control, the district shall ensure that the necessary signs and information for employees and parents of students are posted or made available. Contracted vendors or district employees who perform pest control are required to have the necessary training and licensure.

Pest control information is available from David Holland, Director of Facilities, at 281-485-4545.

### **Political Activities/Association Membership**

Board Policy Reference: DGA (LOCAL)

An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not:

1. Interfere with the employee's performance of assigned duties and responsibilities.
2. Result in any political or social pressure being placed on students, parents, or staff.
3. Involve trading on the employee's position or title with the District.

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

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

Use of district resources, including work time, for political activities is prohibited.

### **Possession of Firearms and Weapons**

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any school grounds or buildings (i.e., building or portion of a building) where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or contact Cary Partin, Assistant Superintendent for Support Services, at 281)485-3203.

### **Purchasing Procedures**

All requests for purchases must be submitted to the appropriate campus or department personnel with the appropriate approval signatures for inputting an online purchase order requisition via the district financial software. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use with school district funds.

Contact Connie Hill, Director of Purchasing, for additional information on purchasing procedures.

### **Safekeeping of Funds**

Employees should never keep money overnight, but should make daily deposits to the campus bookkeeper. When large amounts are collected during the day, the sponsor should deposit as often as necessary with the depository bank to avoid accumulating large amounts.

### **Safety**

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

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

Employees with questions or concerns relating to safety programs and issues can contact their immediate supervisor or Cary Partin, Assistant Superintendent for Support Services.

### **Salesmen or Agents**

No salesmen or agents shall be allowed to interview students or teachers except with prior approval of the assistant superintendent of business and the campus principal.

### **Searches and Alcohol and Drug Testing**

*Policy DHE*

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

### **Discrimination, Harassment, and Retaliation**

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

Employees 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 district official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the superintendent.

***The district Title IX Coordinator is Bob Crager, Executive Director of Human Resource Services.*** He may be reached at (281) 485-3203.

The definitions and procedures for reporting and investigating discrimination, harassment, and retaliation are as follows:

## STATEMENT OF NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

### DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

### HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment or employment opportunities.

### EXAMPLES

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; or other types of aggressive conduct such as theft or damage to property.

### SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. 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.

### EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

### RETALIATION

The District 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 District investigation regarding harassment or discrimination is subject to appropriate discipline.

## EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

## PROHIBITED CONDUCT

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

## REPORTING PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

### SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

### ALTERNATIVE REPORTING PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### TIMELY REPORTING

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

### NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

### INVESTIGATION OF THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

#### CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

#### DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

#### CONFIDENTIALITY

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

#### APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

#### RECORDS RETENTION

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

#### ACCESS TO POLICY

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices. □

#### **Harassment of students**

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

#### STATEMENT OF NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

## DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

## PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

## EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for 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 negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

## SEXUAL HARASSMENT

### BY AN EMPLOYEE

Sexual harassment of a student by a District 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:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. 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
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

### BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

#### EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

#### DATING VIOLENCE

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

#### RETALIATION

The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

#### EXAMPLES

Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.

#### PROHIBITED CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

#### REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Alternatively, a student may report prohibited conduct directly to one of the District officials below:

## DEFINITION OF DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the Section 504 coordinator, and the Superintendent.

### TITLE IX COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Bob Crager  
Position: Executive Director of Human Resource Services  
Address: 1928 N. Main, Pearland, TX 77581  
Telephone: (281) 485-3203

### SECTION 504 COORDINATOR

Reports of discrimination based on disability may be directed to the Section 504 coordinator. The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Retta Cook  
Position: Director of Special Programs  
Address: 1928 N. Main, Pearland, TX 77581  
Telephone: (281) 485-3203

### SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

### ALTERNATIVE REPORTING PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### TIMELY REPORTING

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

### NOTICE OF REPORT

Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

### NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

## INVESTIGATION OF THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

## CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

## DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

## CONFIDENTIALITY

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

## APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

## RECORDS RETENTION

Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).

## ACCESS TO POLICY

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

### **Solicitation of a Romantic Relationship**

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as soliciting a relationship characterized by an ardent emotional attachment or pattern of exclusivity. Acts that constitute the solicitation of a romantic relationship include:

1. Behavior, gestures, expressions, communications, or a pattern of communication with a student that is unrelated to the educator’s job duties and that may reasonably be interpreted as encouraging the student to form an ardent or exclusive emotional attachment to the educator, including statements of love, affection, or attraction. When evaluating whether communications constitute the solicitation of a romantic relationship, the following may be considered:
  - a. The nature of the communications;
  - b. The timing of the communications;
  - c. The extent of the communications;
  - d. Whether the communications were made openly or secretly;
  - e. The extent to which the educator attempted to conceal the communications;
  - f. If the educator claims to be counseling a student, TEA staff may consider whether the educator’s job duties included counseling, whether the educator reported the subject of the counseling to the student’s guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate law enforcement agencies; and
  - g. Any other communications tending to show that the educator solicited a romantic relationship with a student.
2. Making inappropriate comments about a student’s body.
3. Making sexually demeaning comments to a student.
4. Making comments about a student’s potential sexual performance.
5. Requesting details of a student’s sexual history.
6. Requesting a date.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.

### **Staff Development**

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

### **Standard Certificate or Licensure Renewal**

Individuals holding renewable State Board of Educator Certification (SBEC) certificates or other state mandated licensures are responsible for obtaining the required training hours and maintaining appropriate documentation. Submit copies of renewed credentials or licensures to human resources upon receipt. Failure to maintain current credentials is grounds for termination.

**EMPLOYEE  
SUPPORT  
SERVICE**

## EDUCATION SUPPORT CENTER

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

<b>EDUCATION SUPPORT CENTER</b>			<b>1928 N. Main</b>	<b>281.485.3203</b>
<b>Mailing Address:</b> Pearland I.S.D. P.O. Box 7 Pearland TX 77588	<b>Delivery Address:</b> Pearland I.S.D. 1928 N. Main Pearland TX 77581	<b>Web Address:</b> <a href="http://www.pearlandisd.org">www.pearlandisd.org</a> <b>fax:</b> 281.412.1231		

### ADMINISTRATION

Name	Ext.	Title
Cain, Bonny	11126	Superintendent
Dawson, Bobbie	11127	Secretary to Superintendent
Weimer, Nan	11973	Deputy Superintendent
Guzzetta, Gina	11980	Secretary to Deputy Superintendent
Waters, Brenda	11976	Sr. Assistant Superintendent for Elementary Education
Bradshaw, Mary Ellen	11136	Secretary to Assistant Superintendent for Elementary Education
Serrano, Sonia	11993	Sr. Assistant Superintendent for Intermediate Level Ed.
Griffin, Linda	11147	Secretary to Executive Director for Intermediate Level Education
Partin, Cary	11132	Sr. Assistant Superintendent for Support Services
Christman, Janet	11149	Secretary to Assistant Superintendent for Support Services
Watson, Nyla	11101	Assistant Superintendent for Instructional Programs
Sloan, Linda	11119	Secretary to Assistant Superintendent for Instructional Programs

### ADVANCED ACADEMICS

Beverly, Amy		Advanced Academic Specialist
Gigee, Margo	11102	Advanced Academic Specialist
Grote, Melanie		Advanced Academic Specialist

### ATHLETIC DEPARTMENT

Watson, Mike	11129	Athletic Director
Farrington, Ed	11137	Assistant Athletic Director
Abel, Shirley	11128	Secretary to Athletic Director
Golden, Libby	11960	Athletic Clerk

### ATTENDANCE OFFICE

Holloway, Susan	16903	Student Outreach Services Coordinator
Vereen, Anthony	11184	Attendance Officer
Carter, Denise	11971	Student Outreach Services Clerk

### BUSINESS OFFICE

Marshall, Don	11114	Chief Financial Officer
Braddock, Ginny	11113	Secretary to Chief Financial Officer
Felts, Susan	11125	Payroll Supervisor
Frazier, Gerry	11189	Purchasing Clerk
Henry, Jackie	11977	Buyer
Hill, Connie	11110	Director of Purchasing
Robinson, Sherrie	11115	Director Of Accounting
Rogers, Yvette	11191	Accountant
Skweres, Leslie	11111	System Analyst
Vasquez, Elaine	11123	Senior Payroll Clerk

<b>CAREER AND TECHNOLOGY EDUCATION</b>		
Derrick, Barbara	11160	Director of Career and Technology Education
TBA	11159	Secretary to Director of Career and Technology Education
Hicks, Michelle	11996	Career Coordinator
<b>COMMUNICATIONS</b>		
Ivy-Sims, Renea	11179	Director of Communications
Rinhart, Catherine	11176	Secretary to Director of Communications
Bajusz, Courtney	11998	Specialist, Communications Writer
Burke-Johnson, Lisa	11987	Business/Community Liaison
Hocott, Kim	11180	Specialist, Communications Project Coordinator
Wellhausen, Barbara	11164	Webmaster
Urban, Donna	11100	Receptionist, Switchboard Operator
Stanley, Martha	11104	Receptionist, Switchboard Operator
<b>CURRICULUM AND INSTRUCTION</b>		
Watson, Nyla	11101	Assistant Superintendent for Instructional Programs
Sloan, Linda	11119	Secretary to Asst Superintendent for Instructional Programs
Cornell, Susan	11177	Director of Testing and Program Evaluation
Trevino, Sidelia	11178	Secretary to Director of Testing and Program Evaluation
Gray, Noel	11118	Director of Instructional Programs
TBA	11161	Secretary to Director of Instructional Programs
Gray, Paul		Director of Math and Science
Bezdek, Jennifer	11978	Reading Intervention (K-6) Specialist
Cooper, Mindi		Language Arts (7-12) Specialist
Dawson, Besse	16963	Science (9-12) Specialist
Deiter, Bernadette	11188	Science (K-5) Specialist
Haecker, Jennifer	11228	Science (6-8) Specialist
Johse, Valerie	11172	Math (K-4) Specialist
Kemper, Mary	16902	Math (5-8) Specialist
Landis, Tori	11949	Grant Writer and Federal Programs Specialist
Lyssy, Dawn	11953	Language Arts (K-6) Specialist
Manzano, Cindy	16960	Math (9-12) Specialist
Melton, Elizabeth	16900	Testing K-8 Specialist
Minter, Sheri	16961	Social Studies (K-12) Specialist
Nix, Linda	11139	New Teacher Specialist
Scheidt, Bonnie	16904	Math Intervention (K-8) Specialist
Staley, Greg	16901	Testing 9-12 Specialist
<b>FINE ARTS</b>		
Morrison, Ron	11167	Director of Fine Arts
Rabago, Stacy	16905	Secretary to Director of Fine Arts
<b>HUMAN RESOURCE SERVICES</b>		
Crager, Bob	11135	Executive Director of Human Resource Services
Thompson, Yvonne	11156	Secretary to Executive Director of Human Resource Services
Alvarez, Kim	11155	Specialist, Human Resource Services Elementary
Davis, Teresa	11133	Teacher Certification Officer
Dahlkamp, Sundie	11130	Specialist, Human Resource Services Secondary
Garcia, Mary Lou	16906	Benefits/Support Services Clerk
Gonzalez, Maria	11134	Human Resources Clerk
McWilliams, Melanie	11959	Compensation/Position Management Specialist
Murr, Karen	11120	Benefits Coordinator
Simon, Keream	11152	Specialist, Human Resource Services Support Services
Smith, Shari	11146	AESOP/Substitute Clerk
Taylor, Merlene	11991	Position Management Clerk
Taylor, Sharyl	16908	Position Management Clerk
<b>INTERNAL CONTROLS</b>		
Bartay, Greg	11145	Internal Controls Coordinator
Mitchell, Jennifer	11153	Internal Controls Clerk

<b>SPECIAL PROGRAMS</b>		
Cook, Retta	11141	Director of Special Programs
Martin, Edna,	11144	Secretary to Director of Special Programs
Brandon, Michael	11151	School Psychologist
Burge, Sherrill	11962	Special Programs Specialist
Cole, Marva	11142	Coordinator, Special Education
Denton, David	11157	Adaptive P.E.
Kanipes, Holly	11157	Adaptive P.E.
Lee, Elizabeth	11158	AM Clerk
Magnasco, Lorrie	11143	Clerk
Maurer, Shaun	11157	Adaptive P.E
Henson, MacMichael	11963	Special Programs Appraisal Specialist
Silva, Stacey	11150	Homebound
Starkenbug, Lacey	11158	PM Clerk
Thomas, Shretha	11148	Clerk
Weddington, Christy	11957	Speech Pathologist
Wilde, Laura	11956	Occupational Therapist
Yancy, Jacqueline	11162	Special Programs Specialist
<b>TECHNOLOGY</b>		
McCarthy, Vickie	11163	Director of Technology
Fake, Janet	11138	Technology Secretary
Barrios, Bo	11979	Telecommunications Network Manager
Benavides, Yanira	11116	Technology Clerk
Bourgeois, Emily	11986	Instructional Technology Coordinator
Doyle, Terrie	11117	Data Analyst
Eisen, Janice	11183	Student Information Manager
Garcia, Emilio	11174	Network Manager
Gonzalez, Art	11165	Network Manager
McLeod, Gary	11939	Telecommunications Network Manager
Truettner, Marian	11140	PEIMS Administrator
Wood, Sheri	11919	Student Information Specialist
<b>FACILITIES</b>		
Ordeneaux, Keith	11989	Facilities Manager
Pelc, Janet	11988	Clerk
<b>FOOD SERVICE</b>		<b>281-412-1244</b>
Simpson, Dorothy	14055	Director of Food Services
Gutierrez, Norma	14050	Secretary to Director of Food Services
Hyden, Monica	14052	Training Specialist
Lane, Wilda	15054	Training Specialist
Quinton, Beverly	14051	Food Services Clerk
Sanchez, Claudia	14053	Food Services Clerk
Shields, Sherri	14056	Coordinator of Food Services
<b>TRANSPORTATION</b>		<b>202 Plum St. 281. 485.3562</b>
Cruz, Raul	13001	Director of Transportation
Russo, Ray	13002	Assistant Director of Transportation
King, Susan	13000	Secretary to Director of Transportation
Roswell, Christine	13002	Driver Coordinator
Truss, Laura	13010	Safety Coordinator
Stence, Harold	13004	Transportation Mechanic Supervisor
<b>MAINTENANCE AND OPERATIONS</b>		<b>1702 Mykawa Rd. 281.485.4545</b>
Holland, David	14026	Director of Facilities
Riggs, Brenda	14000	Secretary to Director of Facilities
Cline, Matt	14029	Assistant Director of Maintenance
Vasquez, Manuel	14010	Assistant Director of Operations
Vasquez, Regina	14037	Secretary to Director of Maintenance and Operations
Pena, Gumaro	14007	Operations Supervisor

## CAMPUS SUPPORT PERSONNEL

<b>BARBARA COCKRELL</b>		<b>3500 McHard Road</b>	<b>832.736.6600</b>
Roberts, Gerri	16601	Principal	
Roy, Shayla	16602	Assistant Principal	
Jackson, Barbara	16600	Secretary	
<b>H. C. CARLESTON ELEMENTARY</b>		<b>3010 Harkey Road</b>	<b>281.412.1412</b>
Drago, Katherine	12217	Principal	
Debbie Stranges	12219	Assistant Principal	
Brashier, Janice	12216	Secretary	
<b>CHALLENGER ELEMENTARY</b>		<b>9434 Hughes Ranch Rd.</b>	<b>281.485.7912</b>
Nelson, Lisa	12254	Principal	
Newell, Brooke	12256	Assistant Principal	
Surface, Carolyn	12252	Secretary	
<b>C.J. HARRIS ELEMENTARY</b>		<b>2314 Schleider Dr.</b>	<b>281.485.4024</b>
Cornett, Ruth	11851	Principal	
Keimig, Brenda	11857	Assistant Principal	
Matlock, Nola	11868	Secretary	
<b>E.A. LAWHON ELEMENTARY</b>		<b>5810 Brookside Road</b>	<b>281.412.1445</b>
Keller, Marlo	12363	Principal	
Pourchot, Michelle	12367	Assistant Principal	
Cromwell, Pat	12369	Secretary	
<b>MAGNOLIA ELEMENTARY</b>		<b>5350 Magnolia Road</b>	<b>281.727.1750</b>
Gifford, Sharon	17751	Principal	
Clowers, Amy	17752	Assistant Principal	
Schluntz, Sherry	17753	Secretary	
<b>MASSEY RANCH ELEMENTARY</b>		<b>3900 Manvel Road</b>	<b>281.727.1700</b>
Block, Heather	17701	Principal	
Pedroza, Bernadette	17702	Assistant Principal	
Hill, Opal	17703	Secretary	
<b>RUSTIC OAK ELEMENTARY</b>		<b>1302 Rustic Lane</b>	<b>281.482.5400</b>
West, Beth	12304	Principal	
Werling, Loretta	12305	Assistant Principal	
DuRant, Susan	12303	Secretary	
<b>SHADYCREST ELEMENTARY</b>		<b>2405 Shadybend</b>	<b>281.412.1404</b>
Blair, Angela	11711	Principal	
Kiefer, Michelle	11715	Assistant Principal	
Phillips, Kim	11714	Secretary	
<b>SILVERCREST ELEMENTARY</b>		<b>3003 Southwyck Parkway</b>	<b>832.736.6000</b>
Colling, Cortenay	11001	Principal	
Campbell, Jacquelyn	11008	Assistant Principal	
Trevino, Michelle	11002	Secretary	
<b>SILVERLAKE ELEMENTARY</b>		<b>2550 CR 90</b>	<b>713.436.8000</b>
Henson,-Vaughn, La'Kesha	11052	Principal	
Greenfield-Brown, Deborah	11075	Assistant Principal	
Gerondale, Jennifer	11054	Secretary	
<b>ALEXANDER MIDDLE SCHOOL</b>		<b>3001 Old Alvin Rd.</b>	<b>832.736.6700</b>
Chambliss, Annette	16701	Principal	
Foster, Teresa	16702	Assistant Principal	
Thompson, Cynthia	16700	Secretary	
<b>JAMISON MIDDLE SCHOOL</b>		<b>2506 Woody</b>	<b>281.412.1440</b>
Bradley, Sharon	11812	Principal	
Beaman, Martha	11813	Assistant Principal	
Hernandez, Belinda	11811	Secretary	

<b>ROGERS MIDDLE SCHOOL</b>			<b>3121 Manvel Rd.</b>	<b>832.736.6400</b>
Radous, Kim	12102	Principal		
Miles, Dana	12110	Assistant Principal		
Eckler, Patti	12109	Secretary		
<b>SABLATURA MIDDLE SCHOOL</b>			<b>2201 N. Galveston</b>	<b>281.412.1500</b>
Nixon, Lisa	11308	Principal		
Tipton, Verna	11303	Assistant Principal		
Whaley, Geraldine	11307	Secretary		
<b>BERRY MILLER JUNIOR HIGH</b>			<b>3301 Manvel Road</b>	<b>281.997.3900</b>
Leal, Lonnie	13901	Principal		
Kargbo, Kate	13902	Assistant Principal		
Chapa, Annette	13903	Secretary		
<b>PEARLAND JUNIOR HIGH EAST</b>			<b>2315 Old Alvin Road</b>	<b>281.485.2481</b>
Henry, Cynthia	11757	Principal		
Cruz, Patricia	11758	Assistant Principal		
Bazan, Melissa	11756	Secretary		
<b>PEARLAND JUNIOR HIGH SOUTH</b>			<b>4719 Bailey Rd.</b>	<b>281.727.1500</b>
Dahlstrom, Mollye	11504	Principal		
Barcelona, Tony	11516	Assistant Principal		
Watkins, Donna	11503	Secretary		
<b>PEARLAND JUNIOR HIGH WEST</b>			<b>2337 N. Galveston Ave.</b>	<b>281.412.1222</b>
Wilson, Pam	11211	Principal		
Gabino, Jennifer	11203	Assistant Principal		
Dies, Jamie	11210	Secretary		
<b>PACE CENTER</b>			<b>2314 Old Alvin Rd.</b>	<b>281.412.1599</b>
Hall, Julia	11351	Principal,		
Allen, Charles	11352	Assistant Principal		
Novak, Debbie	11375	Secretary		
<b>SHERYL SEARCY NINTH GRADE CENTER</b>			<b>3775 South Main</b>	<b>281.412.1600</b>
Wenke, Andrea	15215	Principal		
Akin, John	15247	Assistant Principal		
Black, Shelly	15631	Assistant Principal		
Williams, Tasha (PHS/NGC)	15209	Assistant Principal		
Keniston, Melinda	15637	Secretary		
<b>DAWSON HIGH SCHOOL</b>			<b>2050 Cullen Blvd.</b>	<b>281.727.1600</b>
Moody, David	11603	Principal		
Jones, Kelly	11608	Associate Principal		
Patin, Nicole	11150	Assistant Principal		
Frerking, Jason	11697	Assistant Principal		
Hamann, Erin	11611	Assistant Principal		
Henley, Sheridan	11612	Assistant Principal		
Breaux, Carla	11602	Secretary		
<b>PEARLAND HIGH SCHOOL</b>			<b>3775 South Main</b>	<b>281.997.7445</b>
Berger, Larry	15297	Principal		
McDonald, Kevin	15293	Assistant Principal		
Maxwell, Eric	15211	Assistant Principal		
Nowell, Jimmy	15265	Assistant Principal		
Sharma, Rehka	15640	Assistant Principal		
Walker, Lynn	15240	Assistant Principal		
Williams, Tasha (PHS/NGC)	15667	Assistant Principal		
Rountree, Jennifer	15207	Secretary		