



Carrollton · Farmers Branch

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Independent School District

••• An Innovative Leader in Learning •••

2009 ~ 2010

Auxiliary

Handbook



2009-2010

General Guidelines  
for

*Auxiliary Employees*

## ***General Guidelines for Auxiliary Employees***

### ***Probationary Period***

Upon employment, all Auxiliary Employees will begin a 180 day Probationary Period. During which time, their work ethic, skills, attitude, and professionalism will be evaluated. At any time during this period, if the overall job performance is unsatisfactory, the deficiencies will be shared with the employee and the employee may be subject to disciplinary action up to and including termination. After the 180 day Probationary Period is complete, continued employment will be based on their overall performance review. If the employee has exceeded expectations of work performance, they will exit probationary status and begin annual evaluations. However, the probationary period may continue as necessary until termination or annual evaluation at-will employment.

### ***Time Reporting Methods***

No employee shall record the time for any other employee. Any employee found to be misusing the time system will be subject to termination.

Do not enter your time more than seven (7) minutes prior to the start of your work shift nor later than seven (7) minutes after the end of your work shift.

### ***Identification Badges***

All auxiliary employees are required to wear identification badges whenever the employee is on duty. The badges must be clearly visible. Failure to wear ID badges may result in disciplinary action. The Personnel Office will replace damaged or lost badges according to the following guidelines:

- Request for a replacement badge must be in writing from the supervisor, stating the reason the badge is needed
- Damaged badges will be replaced at no charge, if the damaged badge is returned.
- The first replacement for a lost badge will be provided at a charge of \$5.00.
- Replacement badges for legal name changes will be provided at no charge.
- All terminating auxiliary employees must return their ID badge to their supervisor in order to receive their final paychecks.

### ***Time Reporting***

#### ***Instructions for Auxiliary Employees***

If the badge is lost please contact the departmental supervisor's office, and a new badge will be issued immediately.

The employee will enter the time via the internet, or a time clock with a bar-coded badge:

- At the beginning of the work day
- When leaving for the day – ***DO NOT RECORD TIME OUT PRIOR TO THE END OF YOUR WORK SCHEDULE.***
- When leaving/returning at any other time during the day for personal reasons, such as a doctor's appointment or lunch break.

All absences must be reported prior to the beginning of the shift to the supervisor's office. The specific reason for the absence must be reported to assist in posting the employee's leave balances properly. The departmental timekeeping manager will enter all absence information into the Kronos Time Keeping System. **If an absence is not reported properly, the employee may not receive payment for the day off.**

If the employee misses recording the time at the beginning or ending of a shift, or at any other required in and out punch during the day, it must be reported to the supervisor's office as soon as possible so the accurate time can be edited in the system. Failure to do so may result in the employee not being paid.

Upon termination of employment for any reason, the badge must be returned to the Personnel Office with the employee's termination packet before a final paycheck will be issued.

Failure to record time when arriving at work or leaving for the day, or at any other required in and out punch during the day, will result in disciplinary action as follows:

- First offense – employee will receive a verbal warning.
- Second offense – employee will receive another verbal warning.
- Third offense – employee may be suspended without pay for one workday.
- Fourth offense – employee's employment with the district may be terminated.

If you have any questions, please contact the supervisor's office or the Payroll Departmental.

**Recording time for another employee is prohibited and will result in the immediate termination of both employees involved. NO EXCEPTIONS.**

### ***Absence from Duty***

All employees must call in each day they are absent from duty. Failure to call in on time will result in loss of pay for the time of absence.

If you will be late for work, contact your supervisor, telling him/her that you will be late and report when you expect to arrive. Excessive tardiness is regarded by the District as sufficient reason for termination.

Absences for school related business must be approved by the supervisor and should be requested in advance so that arrangements may be made for obtaining a substitute if needed. Employees who are absent because of District-related business will not be required to use leave time and will not lose any salary due to the absence.

Auxiliary employees who miss 25% or more of their regularly scheduled workday for any reason must use at least ½ day of leave, if available, unless the hours of absence are made up during the same work week. Hours not made up within the week or covered by leave will reduce the number of hours paid.

### ***Attendance Guidelines***

The successful operation of the school district depends upon all employees being at work on time each day. Whenever an employee is absent or tardy, supervisors and other employees must make adjustments in order to keep the schools operating efficiently. Employees may be reassigned, transferred or terminated for excessive absences and/or tardies.

The following information will be used to determine whether an employee has been absent or tardy an excessive number of times:

- ***Tardiness.*** Any employee arriving one (1) or more minutes after his or her scheduled starting time will be considered tardy.
- ***Excessive Tardiness.*** Any three (3) occurrences of tardiness within a thirty (30) day period will be considered excessive.
- ***Absence.*** Any employee who is absent from his or her work assignment for one-half or more of the scheduled work day will be considered absent for that work day.

- **Excessive Tardiness** - Any combination of four (4) tardies within a thirty (30) day period will be considered excessive.

**Excessive Absenteeism.** The following absences are considered excessive:

- Any occurrence of absence after the employee's earned sick leave balance has been depleted.
- Any occurrence of absence that is not covered by District sick leave guidelines.
- Any occurrence of absence without pay.
- Any three (3) separate occurrences of absences within a thirty work day period.

**Example Situations.** The following examples will help the employee see how excessive absences or tardies are judged:

- An employee is ill with the flu and is absent for five (5) consecutive days. This is considered one (1) occurrence under the excessive absence definition.
- An employee is absent for two (2) days with the flu and returns to work the third day, then is absent again the fourth day. This is considered two (2) occurrences of absence.

**NOTE:** These guidelines do not require disciplinary action, but allow for corrective action if the supervisor, after examining all factors, feels that it is necessary. The purpose of these guidelines is to improve attendance not to discipline or terminate. However, in some cases disciplinary action, up to and including termination may be necessary.

Long-term absences of more than 7 workdays may not be used as a basis for disciplinary action, if appropriate medical certification is provided.

## ***Vacation Procedures***

### ***Vacation Accumulation***

All full-time support personnel who are paid hourly on the semi-monthly payroll and who are employed in positions normally requiring 12 calendar months of service and who have worked for the District less than ten consecutive years shall accumulate paid vacation time at a rate of .83 days per month accumulating from July 1 through June 30 each year.

Employees meeting the above specifications with more than ten consecutive years of full-time service in the District shall accumulate paid vacation time at a rate of 1.25 days per month worked, accumulating from July 1 through June 30 each year.

Employees, who fail to give two weeks notice of their intent to resign their position and/or have not worked for the District at least six months, shall not receive vacation pay upon termination for the time they have accumulated.

Vacation days or any accumulated leave may not be used as any part of the two weeks notice. Vacation is not accumulated for days that the employee is off without pay. The Payroll Department adjusts vacation balances after July 1 each year at a rate of 1/2 day vacation for every 10 days without pay. If the employee has used more vacation days than he/she has earned, the overused vacation days will be deducted from employee's vacation balance for the next school year or deducted from the final paycheck.

### ***Vacation Scheduling***

Due to the heavy work schedule that occurs before the start of school every year, vacation requests for the period from the first week in August through the second week in September are discouraged. Any request during this time must be either an emergency or an unusual circumstance, and the request must be submitted in writing to your immediate supervisor with as much advance notice as possible.

### ***Vacation Availability***

All vacation days for the upcoming school year will be advanced and posted on July 1 each year. Vacation days for new employees who begin work after July 1 will be prorated on the number of months normally worked through the next June. The available vacation days will be posted on the first paycheck.

NOTE: Employees are responsible for accurately tracking the number of vacation days that are available. This information is shown on the paycheck stub each payday.

### ***Vacation Requests***

Employees must complete a Vacation Request Form and submit it to their immediate supervisor for approval. Vacation Request must be submitted to the department head for approval. Department Heads may not approve vacation days due to the needs of their department. Employees who take unapproved vacation days will be considered to have abandoned their jobs and will be subject to immediate termination of employment. Employees who miss work due to illness on days which were unapproved vacation days must provide medical certification for the absence or be subject to immediate termination of employment. Vacation request forms are retained by the Departmental Supervisor.

### ***Vacation Reporting***

Availability of vacation days is maintained by the Kronos timekeeping system. The employee will be paid if days are available and docked full pay if no vacation days are available.

### ***Forfeiture of Vacation Days***

Vacation days for the preceding school year must be used before December 31 of the current school year. Any vacation days remaining will be forfeited.

The maximum number of days that can be carried past December 31 each year shall be 10 days for employees who have completed less than 10 consecutive years of employment and 15 days for employees who have completed 10 or more consecutive years of employment.

### ***Overpayment of Vacation Days***

An employee who has used more vacation days than earned upon termination will have the overpayment for vacation days deducted from the employee's final paycheck.

### ***Vacation Procedures for Department Heads and Supervisors***

Vacation Request Forms must be completed and turned in to the immediate supervisor prior to the time requested. Vacation Request Forms are retained by the supervisor and are not forwarded to payroll.

### ***Holidays***

Full-time, twelve-month auxiliary employees receive pay for all holidays designated on the official school calendar as auxiliary employee holidays if they are paid for the full day before and the full day after the holiday. The number of holidays may vary with the approval of the current year calendar by the Board of Trustees.

### ***Non-Work Days***

Auxiliary employees scheduled to work only during the school year observe non-working time during the summer, winter, and spring as indicated on the official school calendar

### ***Training Time***

District auxiliary employees who attend training sessions as directed by their supervisor are paid their regular pay rate for the time in training

District auxiliary employees who chose to attend training sessions for self-improvement or to meet minimum requirements for certification or a position are not paid for the time training.

### ***Personal Appearance***

Employees should remember that they represent both the school District and their department. Therefore, each employee should endeavor to maintain a clean, neat appearance at all times.

### ***Uniform Guidelines (except Student Nutrition Services)***

Uniforms may be issued to employees at the time of employment. The maintenance of the uniforms becomes the responsibility of the employee upon issuance.

Uniforms issued less than six (6) months must be returned in usable condition upon termination. After the uniforms are in employee's possession for six (6) months, the employee shall return ONLY the name identification patches to the District.

Employees who fail to return the uniforms will have the cost of the uniforms deducted from their final paycheck.

Each employee must dress appropriately for the workplace. Attire that creates distractions will not be allowed.

Each employee will wear a complete uniform to work each day the employee is on duty. Shirts will be completely buttoned with tails tucked into pants.

Uniforms shall not be altered from original form, for example: sleeves cut off to make a sleeveless shirt; legs cut off pants to make shorts, etc.

All caps and hats worn shall be issued by the District or a matching color with no advertising.

Auxiliary employees are NOT allowed to wear shorts, while on duty, unless approved by the Assistant Superintendent for Support Services for summer work schedules.

The employee's compliance to these rules shall be the responsibility of his/her immediate supervisor and any disciplinary action taken for violators shall be the supervisor's responsibility.

### ***Visitation***

No friends, relatives, neighbors or former employees shall visit employees during working hours. Any person who needs to contact an employee during working hours for emergencies shall be cleared through the supervisor's office.

### ***District Buildings***

The following guidelines are to be followed when entering district buildings:

- When entering buildings, please be considerate of the environment.
- Limit your access to restrooms and faculty/staff break areas.
- Leave the building neat and orderly as you found it.
- Report any major damage or necessary clean up to your supervisor.

### ***Telephone***

Auxiliary employees are requested not to make or receive personal telephone calls while on duty except in emergency situations. Employees may use the telephone for personal calls during breaks and lunch. Personal calls at other times must be approved by the supervisor.

### ***Camera Phones/Cell Phones***

Auxiliary employees may not use cell phones for personal reasons during working hours, unless approved by the department supervisor. Camera phones must not be used at any campus or anywhere in the vicinity of students.

### ***Smoking & Tobacco Usage***

State law prohibits smoking or using tobacco products on public school property and in facilities by any individual. The prohibition applies to any school-related or school-sanctioned activity on or off school property.

### ***Paychecks***

Paychecks are distributed on the eleventh and twenty-sixth of each month. Please do not discuss your check with other employees. If you do not understand your check or have a question, contact your supervisor. Please do not call the Payroll or Personnel Office.

### ***Direct Deposit***

The Carrollton-Farmers Branch ISD offers automatic payroll deposit as a service for semi-monthly paid employees. This service enables you to have your pay automatically deposited into your checking or savings account.

The advantages of this program are:

Deposits posted at the bank must be received by either 2:00 or 3:00 p.m. for credit that day. The automatic payroll deposit will be sent to the bank prior to that time, so your check will always be posted to your account on payday. (Debits and credits to bank accounts are always posted at the end of a banking day.)

When checks are mailed during the summer, employees will not have to worry about lost mail or being out of town on payday.

Statement of Earnings (your check stub) will not be printed and distributed on payday. You will view and/or print your statement of earnings on the C-FB Web Portal. Instructions for the Web Check History/Benefits program will be given to each employee with the direct deposit application. The statement of earnings will itemize your gross pay, deductions, sick leave balance, and net pay. If an employee needs assistance using this program please contact ext 6118 or ext 6113 in payroll.

Security problems related to handling and distribution of negotiable paychecks are no longer a concern. Your personal information is protected and confidential.

The disadvantages are:

If you need cash from your account on payday before the money is posted to your account at the close of the business day, contact the ACH department at your bank to discuss that institution's policy regarding the early release of your funds. The district can only guarantee that your funds will be posted to your account on payday.

If payday falls on a scheduled bank holiday, the funds may be posted to your account the following business day. On some occasions, you may be paid the day before the bank holiday. Please refer to the CFB Payroll Period Calendar for each school year to determine the actual pay date. Each campus or department has a copy of this calendar at the beginning of each school year.

**The net amount of your pay each payday may be deposited into only one account through the automatic deposit program at C-FBISD.** If other distributions of your funds are desired, please contact your banking institution to discuss making the additional transactions.

### ***Energy Conservation***

Energy is a controllable resource. Each of us is responsible for evaluating energy needs, making suggestions for ways to save energy, and taking action when energy use can be immediately reduced.

### ***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 every C-FBISD property. A copy of each management plan is available in the administrative office of each site. For additional information employees may contact the Executive Director of Facility Services and Transportation.

### ***Eye Protection Equipment***

The District will provide standard eye protection equipment in the form of safety glasses, goggles, and eye shields. The cost of prescription safety glasses is the responsibility of the individual employee.

### ***Emergencies***

All employees should become familiar with the evacuation diagrams posted in their area. Fire, tornado, and other emergency drills will be conducted to help familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should be familiar with how to use them and the location of the extinguisher nearest their place of work.

### ***Boiler and Mechanical Room***

Texas Senate Bill 11 provides additional safety to school district campuses and buildings regarding storage in boiler, mechanical and electrical rooms.

- ALL STORAGE IS PROHIBITED.
- The roof over boilers designed for indoor installations shall be free from leaks and maintained in good condition.
- Adequate drainage shall be provided.
- All exit doors shall open outward. Two or more exits remote from each other should be provided.

## ***Work-Related Injuries or Accidents***

### ***Steps to report an on-the-job injury:***

1. Notify your immediate supervisor and departmental supervisor
2. File an initial injury report
3. Contact Employee Benefits Office at 972-968-6199 or 972-968-6120
4. Visit the doctor of your choice for medical attention, if necessary. Be sure to tell your physician that your injury is work-related. The medical provider is the employee's choice, but note that medical providers may choose not to treat under workers' compensation and therefore another provider will have to be selected.

In the event of a personal injury or accident, it is the direct responsibility of the injured employee to give a detailed report of the injury or accident to the supervisor within 24 hours. The Employers First Report of Injury or Illness form must be filled out by the employee and signed by both the employee and the supervisor. A personal injury is identified as an injury where pain or visual injury occurs. The supervisor must send a copy of the accident report to the Employee Benefits Office at the Administration Building. Approval of treatment for job-related injuries must be obtained from the Benefits office at 972-968-6199 or 972-968-6120.

The supervisor is responsible for conducting a thorough investigation as to the cause(s) of the accident and implementing the corrective action needed to prevent recurrence. All employees are expected to cooperate with the Safety Specialist (972-968-6125) in an accident investigation.

It is the responsibility of the employee to tell the medical provider that the injury/illness is being filed under workers' compensation. The medical provider is the employee's choice, but note that medical providers may choose not to treat under workers' compensation and therefore another provider would have to be selected.

An employee who is unable to report back to work because of an on-the-job injury/illness must provide to their Supervisor a doctor's written statement that they are unable to work. An employee can return to work following a work related injury/illness if the supervisor can accommodate any work restrictions imposed on the employee by the provider. If a doctor's written statement has work restrictions that cannot be accommodated by the supervisor, the employee must remain off work until the provider lifts restrictions allowing the employee to perform the essential functions of the job.

Employees who are unable to return to duty after seven (7) calendar days, must call the departmental supervisor each week to report the employee's work status. The employee must also provide their departmental supervisor with a copy of their doctor's statement within one week of each doctor's appointment.

All absences due to work-related injuries are applied to Family and Medical Leave. After all available leave under FMLA guidelines has been exhausted; employees must return to duty immediately or be subject to termination procedures. However, employees who are unable to return to duty may request to be placed on an inactive employee status list after all FMLA leave has been used. Upon approval by the Administration, employees may remain on the inactive employee status list for a maximum of thirty (30) calendar days. Employees who are unable to return to duty by the end of the thirty (30) workday period will be dismissed from employment. Employees are responsible for payment of their portion of insurance premium while on the inactive employee status list.

***INFORMATION REGARDING WORKERS' COMPENSATION CLAIMS IS AVAILABLE IN THE BENEFITS OFFICE AT THE ADMINISTRATION BUILDING 972 968-6199 or 972 968-6120.***

### ***Grievances***

The purpose of a grievance procedure is to find fair solutions to problems that may arise affecting working conditions of employees of the District. Grievance proceedings should be kept informal and appropriately confidential.

Successive grievance levels are available should an informal settlement between the employee and supervisor prove unsuccessful. The first level is a written grievance submitted to the employee's supervisor. Because there is a time limitation involved in this process, employees are requested to refer grievance procedures the District Procedure Section of this handbook.

### ***Non-Authorized Work***

No employee shall engage in any work other than that authorized by the District and beneficial to the District while on District time. This shall include but not be limited to:

- No employee shall work on any personal projects while on District time.
- No employee shall work on any project for another person whether that person is a District employee or otherwise, while on District time.
- No employee shall purchase any personal tools, materials, supplies, or other items for personal use while on District time.
- Absences to accept pay for any other work is prohibited.

### ***Vehicle and Equipment Usage***

District vehicles and equipment are for District use only. Only District employees or authorized business representatives may ride in District vehicles. Employees may not listen to radios that use headsets while driving District-owned vehicles or equipment. Any use of school equipment, materials, and/or time for personal matters is not allowed. Withholding information about personal use of district vehicles or equipment may result in disciplinary action up to and including termination. Electronic tracking devices may be used to verify vehicle and equipment usage and location.

### ***Care of Vehicles***

Employees who are assigned a vehicle are responsible for the normal up-keep. Each time you refuel the vehicle assigned to your department; all fluid levels should be checked. Each employee is responsible for reporting any damage to their assigned vehicle before the end of each workday.

No modifications to vehicles shall be made by employees without approval of the Transportation Department.

### ***Care of Equipment***

Employees are expected to make use of safety equipment furnished by the District and to operate District-owned or rental equipment in a safe and cautious manner. Abuse of equipment may result in disciplinary action.

### ***Driver's License***

Drivers of all District vehicles and equipment must have the proper driver's license. Operating vehicles without a valid driver's license is cause for immediate termination.

### ***Driving Record***

Drivers of district owned vehicles whose driving records for the preceding 3 years accrues 10 points or more according to the TEA requirements for school bus drivers are subject to immediate termination. Each driver must report any change in their driving status or record to their supervisor immediately.

**NOTE:** The District's insurance carrier will not insure anyone with more than three (3) moving violations in the past three years or a DWI in the past seven (7) years.

### ***Driving on School Grounds***

District vehicles are not to be driven on sidewalks or school grounds unless it is an absolute necessity, such as loading or unloading heavy items.

### ***Speed Limit***

Speed limits, inside the complex and on the open road, should be observed at all times. If you receive a traffic violation, it will be your responsibility to pay for the violation.

### ***Locking of School Vehicles***

All school vehicles must be locked when they are left unattended, with all windows entirely closed and securely fastened. No loss will be covered by District insurance unless there is evidence of violent and forcible entry into the vehicle. The employee can be held personally liable for loss if his vehicle is not locked. Disciplinary action may be taken as a result of leaving a vehicle unlocked.

### ***Operating School Vehicles***

- Obey all driving laws for the state of Texas.
- Keep accident report forms in vehicle.
- Keep valid insurance cards in vehicle.
- Keep gas card in vehicle.
- Maintain fire extinguisher in vehicle.
- Maintain first aid kit in vehicle.
- Maintain proper level of fluids in vehicle.
- Keep inside and outside of vehicle clean.
- Keep tires properly inflated.
- Keep state inspection up to date.
- When leaving vehicle close windows and lock doors.
- Do not leave an ignition key in the vehicle.
- Do not park in handicapped zones, fire lanes, or bus loading zones.
- Immediately report any damage to the supervisor.
- Notify supervisor of any breakdowns or repair work to be done on District vehicle before going to the Transportation Department.
- Do not drive on school ground unless absolutely necessary.
- Immediately notify supervisor of any change in driving status, such as tickets.
- Do not use cell phones while the vehicle is in Drive.

### ***Vehicular Accident Reports***

Vehicular Accident Reports must be completed whenever any District-owned vehicle is damaged. The following procedures are to be used for reporting vehicular accidents:

- All vehicles should have Vehicular Accident Report Forms in the glove box.

- Vehicular Accident Report Forms must be completed and turned in to the department head with twenty-four (24) hours after the accident, unless it is an emergency. \*\*
- \*\*If our employee is injured, the department head must notify the District Occupational Health Nurse at 972-968-6199 and the Property Specialist at 972-968-6125 immediately following the accident.
- In the event of an injury accident, the immediate supervisor must investigate the accident and take pictures. If the immediate supervisor is not available, then it will be the responsibility of the departmental supervisor to investigate the accident.
- The supervisor will provide the original Vehicular Accident Report and pictures to the Property Specialist located in the Employee Benefits Office
- Upon receipt of the Vehicular Accident Report, the Property Specialist will report the accident to the insurance company.
- The Property Specialist will review the accident, interview the District driver and make recommendations to the employee and supervisor. If gross negligence is found in the investigation, disciplinary action will be taken at the supervisor level.

### ***Soliciting***

Employees are given opportunities to support organizations and charities but are not required to participate in or support any projects. All solicitation, including those for school-related projects, must be approved by the administration. Consideration will be given to projects that contribute to the education program. No outside organization of any sort may solicit contributions of any type from students within the schools.

The collection of monies that takes the time of students or employees during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees.

Employees and students are not permitted to sell or promote any type of lottery or game of chance as a school activity.

Salesmen are not permitted to confer with employees during school hours, unless the purpose is directly related to school business.

Employees are not permitted to solicit or sell items or products during school hours.

### ***Associations and Political Activities***

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 non-membership in any employee organization which exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, and hours of employment or conditions of work.

### ***Reduction of Staff***

When a reduction in staff is made, the last person employed in the position that is being reduced shall be the first to be terminated. In auxiliary positions, the job assignment and skill required for the satisfactory performance of the job may take precedence over seniority.

### ***Change in Personal Information***

In order that checks and other important payroll information may reach you at your home address, we ask you to keep your address current on the payroll/personnel files. A ***Change in Personal Information*** form needs to be filled out immediately in the event that you move or change your telephone number. These forms are available from online [www.cfbportal.org](http://www.cfbportal.org). A change in your name must be processed in the Payroll Department.

**Note: An employee who wishes to make a name change on District records must submit an updated Social Security card before a change can be made.**

It is of utmost importance that the employee keeps his/her TRS beneficiary up-to-date. Also, address changes should be reported to TRS immediately as direct correspondence will be sent to the member at his/her home address.

It is the responsibility of each employee to keep personnel records current. Failure to do so could result in delay or loss of benefits.

**Note: An employee who wishes to make a name change on District records must submit an updated Social Security card before a change can be made.**

### ***Service Awards***

The Carrollton-Farmers Branch ISD recognizes the length of employment with the presentation of a service award pin. This award is given after completion of 10 years of employment.

### ***Building and Facility Use***

C-FBISD rents certain facilities to groups that have been approved by the Board for entertainment, recreation, self-improvement, or community improvement. These groups include educational, religious, civic organizations, and profit making groups with headquarters within the boundaries of the District. Rental of classrooms is only available to organized college classes. The rental of any facility must not interfere or conflict with any school activity and must be coordinated through The District Security Office.

### ***District Buildings***

The following guidelines are to be followed when entering district buildings:

- When entering buildings, please be considerate of the environment.
- Limit your access to restrooms and faculty/staff break areas. Leave the building neat and orderly as you found it.
- Report any major damage or necessary clean up to your supervisor.

### ***Distribution of Materials***

Materials directly related to school business may be distributed to employees and students. All printed materials to be distributed to students or employees must have administrative approval. Approved materials should be presented to the campus or departmental office for distribution.

The school mail service (postage-free delivery) is available to District employees for internal communications on school-related business only.

### ***Two-Way Radio Procedures***

***Two-way radios are to*** be used ***ONLY*** for school-related business or emergency situations. The radios must be used strictly in a business and professional manner. Disciplinary action will be taken if an employee is found to be violating proper radio procedures.

Monitor the radio to be sure the airway is clear before you make your call. Speak clearly and distinctly when transmitting. Always allow two (2) seconds before you speak after you key your radio to allow the encoder to clear.

### ***Student Contact***

Employees shall limit conversation with students to that required to perform their duties.

- No employee shall attempt to discipline or punish a student. The need for discipline shall be reported to the teacher or principal for action.
- No employee shall ever attempt to lift an injured student except to assist at the school principal's request.
- Employees shall refrain from physical contact with students at all times.

### ***Benefits***

Employees working in two positions with the school District will receive benefits from only the primary position. Benefits such as sick leave and vacation will not be earned from the position designated as secondary position.

### ***Outside Employment***

It is recognized that employment in the District is full-time employment and should be considered such by all auxiliary personnel except bus drivers, monitors, and student nutrition employees. Employees who wish to work outside jobs in addition to their school jobs must submit a written request to the building principal or supervisor, who will forward it to the Personnel Office. Approval will usually be granted, unless it appears that the job will interfere with the employee's performance of school duties. Permission will not be granted where the sale of goods or services is connected in any way with the District.

### ***Gifts***

Students and parents shall be discouraged from presenting gifts to District employees. Employees shall accept no gratuities, gifts, or favors that impair or appear to impair professional judgment. Employees shall not give gifts or money to students for any reason.

### ***Purchasing Procedures***

All requests for purchases are completed online. No purchases, charges or commitment to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization.

Employees are not permitted to purchase supplies or equipment for personal use through the District's business office.

### ***Bad Weather Closing***

The District has designated two (2) days as bad weather days. In the event that we miss days because of bad weather, these two (2) days will be regular school days; however, they become holidays if we do not miss days because of bad weather.

Closing of schools may occur as a result of inclement weather or other emergencies. C-FBISD may close for a full day or part of a day. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. The media will be contacted if schools will be closed or will open late. When it becomes necessary to dismiss classes, to open late, or to release early, these radio and television stations will be notified by school officials:

|                              |                            |
|------------------------------|----------------------------|
| KRLD Radio, 1080 AM          | KDFW Television, Channel 4 |
| KVIL Radio, 1150 AM 103.7 FM | KXAS Television, Channel 5 |
| WBAP Radio, 820 AM           | WFAA Television, Channel 8 |

- If you are off from work, you will be notified in case of an emergency.
- If schools are closed, no one will report to work except emergency crews.
- If the opening of schools is delayed, auxiliary employees are to report to work at the normal time except for bus drivers and bus monitors.

**NOTE:** Employees who are unable to report to work due to hazardous driving conditions when schools are open may use personal business leave. If personal business leave is not available, the employee will be docked full pay for the absence.

### ***Severe Cold Procedures***

Severe cold is when the temperature stays below 20 degrees for three (3) or more days. If there is severe cold and you are asked to report to your building, these procedures will be followed:

- The Plumbing Department will place red stickers on the ceiling tiles that cover the pipes in the ceilings.
- The custodian will remove the tile with the sticker on it so the warm air can circulate to the pipes.
- The custodian will open the doors in the kitchen to allow the warm air to circulate.
- The custodian will open the doors of cabinets on the wall of the building so the heat can circulate around the pipes.
- The Outside Maintenance Department will turn off the sprinkler systems in the yards at the main cut-off.
- The Plumbing Department will turn off the water to the building at Furneaux Elementary, Thompson Elementary, Rosemeade Elementary, and the primary wing at Country Place Elementary.
- Two Maintenance Department employees will be assigned emergency duty for the days that school is closed. These employees will be driving school vehicles equipped with chains and sand and/or ice melt. One truck will be equipped with a sand spreader to assist buses or parent vehicles with access and egress to schools with problems. They will patrol the District, checking for broken water lines and emergency heat in the buildings. In the event that a water line breaks or some other emergency occurs, these employees will call in additional help from various departments.
- The custodians will arrive at their schools on the day designated and spread sand or ice melt and clear the sidewalks before teachers and students arrive. Maintenance personnel can report to work early if needed to help with any problems.
- Security personnel will be responsible for staying on duty until someone arrives to take their place. The monitor will assist in answering the telephone and placing telephone calls. The rover will be in the buildings checking for leaks or other problems that might require immediate action.

## ***Guidelines for Tools and Equipment***

### ***Buying of Tools/Equipment***

The purchase of any new tools/equipment must be done through your supervisor. Tools/equipment furnished by the District which is lost through employee negligence will be replaced at the employee's expense.

### ***Marking Tools/Equipment***

All tools/equipment bought by the District will be marked for identification, for example, C/FB/ISD-931A. The letter following the numbers associates the tools/equipment with an individual employee. One letter will be assigned to each employee.

### ***Tools/Equipment List***

Each employee must have a tools/equipment list on file listing the tools/equipment for which the individual is responsible. All tools/equipment are to be left on the truck at the end of the working day. At no time should any tools/equipment be taken home for personal use.

### ***Truck Inventory***

A truck inventory will be taken by the supervisor at his/her discretion.

### ***Missing or Lost Tools/Equipment***

If tools/equipment are missing or lost at the time of the truck inventory, the employee responsible must replace the tools/equipment at his/her own expense and the supervisor will give the employee a verbal warning regarding the loss.

If tools/equipment are missing or lost at the time of a second inventory, the employee responsible must replace the tools/equipment at his/her own expense and the supervisor will place a ***Written Deficiency Notice*** in the employee's personnel file.

A third occurrence of loss may result in termination.

### ***Damaged Tools/Equipment***

The District will replace tools/equipment damaged on the job as long as the damage was not caused by abuse or negligence. The District will also replace or repair unsafe or worn out tools/equipment. It is extremely important to let your supervisor know immediately when tools/equipment are lost, unsafe, broken or worn out.

### *Auxiliary Personnel Duties*

The duties and responsibilities of auxiliary personnel vary according to the craft, employee's skill and assignment. Each employee's duties and responsibilities shall include but not be limited to:

- Performing all work assignments to the best of their ability regardless of type of work.
- Attending all training sessions and meetings as scheduled by department supervisors.
- Properly and efficiently using of all District equipment, tools, supplies, and materials.
- Being at work daily and on time.
- Keeping informed of new developments in employee's skill area and continuously looking for better use of material, better methods, and new techniques.
- Demonstrating an interest in the District, a good attitude toward all District personnel and a desire to improve the District.
- Exercising conduct that will reflect favorably on the individual and the school District.
- Making a continuous effort to achieve personal improvements.
- Attending all training and meetings as scheduled by departmental/supervisors

## *Standard Procedures for Cleaning Blood Spills or Body Fluids*

With the mounting concern regarding the *Acquired Immune Deficiency Syndrome (AIDS)*, the Texas Department of Health and Center for Disease Control (CDC) in Atlanta have recommended the adoption of routine and standard procedures to be used to clean up after a child has an accident or injury at school. This procedure concerns blood or other body fluids emanating from *ANY* child (or adult) and is offered as a protection to the students and staff of Carrollton-Farmers Branch ISD. The emphasis regarding the implementation of these guidelines is to be on awareness, consistent good personal hygiene practices, and incorporation as a routine and standard procedure to minimize communicability of disease.

**SOURCES:** See Reference on Texas Education Agency and Texas Department of Health, State of Connecticut Department of Education and Health Services, Beaverton School District, Beaverton, Oregon: Center for Disease Control, Atlanta.

The purpose of these procedures is to provide effective precautions against transmission of diseases through exposure to blood and body fluids in the school setting. Staff personnel who perform first aid and physical care for others, including any personnel who clean up body spills will be specifically protected.

"Body fluids" is a term that includes drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen, and blood. A potential risk of infection exists with any contact with body fluids from another person. Blood or other body fluids from *ANY* child should be treated cautiously. This risk increases when body fluid from another person comes in contact with a break in the skin of a caregiver. In general however, the risk is low and by maintaining consistent good personal hygiene practices communicability is minimized.

Routine and standard procedures for cleaning spills of blood or body fluids are to be in effect in the Carrollton-Farmers Branch ISD. The following procedures are to be used to clean up after a child or adult has an accident or injury at school.

General Guidelines for Minimizing the Transmission of Communicable Diseases.

Hand washing is the single most important technique for preventing the spread of disease and should be done frequently. Protocol for hand washing should include the following steps:

- |   |   |
|---|---|
| 1. Remove all jewelry.  | Jewelry should not be worn when working with students who requires repeated physical contact and care. Microorganisms can become lodge in settings or stones of rings |
| 2. Wet hands with running water.  | Combine soap and water to wash hands. Running water is necessary to carry away dirt and debris.   |
| 3. Apply liquid, powder, or dispensable machine type soaps and lather well. | Liquid soap or powder is preferred to bar soap. Bacteria grow on bar soap and in soap dishes.   |
| 4. Wash hands, using a circular motion and friction, for 15 seconds.        | Include front and back surfaces of hands, Between fingers and knuckles 30 seconds,  |

- |   |   |
|---|---|
|   | around nails, and around the entire hand area. Avoid harsh scrubbing to prevent skin breaks.  |
| 5. Rinse hands well under running water.  | Hold hands under the water so that water drains from wrist area to fingertip.   |
| 6. Repeat steps 3 through 5.  | All remaining bacteria and soil should now be removed.  |
| 7. Wipe surfaces surrounding sink with a clean paper towel and discard the towel. | Damp surfaces promote the growth of bacteria.   |
| 8. Dry hands well with paper towels and discard towels immediately.               | Because of frequent hand washing, it is important to dry gently and thoroughly to avoid chapping. Chapped skin breaks open, thus permitting bacteria to enter one's system. |
| 9. Apply lotion as desired.   | Lotion helps keep skin soft and reduces chapping.   |

#### Personal and Environmental Cleanliness

The principal is responsible for the personal and environmental cleanliness in the school facility. The principal may designate the school nurse to work with school personnel in assuring the following procedures:

1. Provide ready access to hand washing facilities for students and staff. Hot and cold running water, liquid or powder in a dispensable type machine (not bar soap), and disposable paper towels should be provided in each bathroom facility or classroom sink where available. The importance of hand washing to prevent the spread of communicable diseases should be taught routinely as part of the health education curriculum and practiced in the classroom setting.
2. Hand washing is to be done:
  - a. Before drinking, eating.
  - b. Before handling clean utensils or equipment.
  - c. Before and after handling student's food.
  - d. Before and after assisting or training the student in toileting and/or feeding.
  - e. Before and after going to the bathroom.
  - f. After contact with body secretions, such as blood (including menstrual), urine, feces, mucus, saliva, or draining from wounds.
  - g. After handling soiled diapers, menstrual pads, garments, or equipment.
  - h. After caring for any student, especially those with nose, mouth, or ear discharges.
  - i. After removing disposable gloves.
  - j. Before putting on smock (if smock indicated) or removing smock when leaving the work area.
3. Hand washing with soap and hot water after contact with a school child is routinely recommended only if physical contact has been made with the child's blood or body fluid, including saliva.
4. Maintain storage areas for clean clothing, linens, utensils equipment, and disposable items. These areas must be separate from areas used for storage of soiled items.


5. Soiled disposable items are to be kept in covered waste receptacles lined with disposable plastic bags. The plastic bags are to be discarded at the end of each day. **DO NOT REUSE.**
  6. Soiled cloth diapers are to be kept separate from soiled linens in covered waste receptacles, linens with disposable plastic bags (cloth laundry bags are not to be used as infection can be spread through damp porous materials). The diapers should be washed separate from other linens.
  7. A cleaning schedule should be provided for the custodial staff. The importance of following protective procedures should be reviewed with the custodial staff in each building.
  8. All staff members should practice the following specific hygienic principles designed to protect themselves and others from infection:
    - a. Maintain optimum health through daily health practices such as adequate nutrition, rest, exercise, and appropriate medical care.
    - b. Avoid rubbing or touching eyes.
    - c. Wash hands frequently (see above).
    - d. Remove jewelry, such as rings and dangling bracelets and earrings, during working hours.
    - e. Keep fingernails trimmed short and clean.
    - f. Use own personal care items such as combs, fingernail files, nail clippers, lipstick and toothbrushes.
    - g. Do not kiss students.
    - h. When a smock is indicated, disposable types should be used and discarded daily.
2. Specific Clinic and Special Education Classroom Recommendations for Minimizing the Transmission of Communicable Diseases:
- a. Each clinic and special education classroom should have close access to hot and cold running water, a liquid or powder soap dispenser, paper towels, and a spray disinfectant solution. Disposable gloves may be ordered through the warehouse and should be on hand in the clinic, custodian's office, and in special education classrooms.
  - b. Caregivers are to use disposable plastic or rubber gloves when in direct hand contact with body fluids. This includes washing injuries, bloody noses, handling clothing soiled by incontinence, diaper changes, and cleaning up vomit. After each use, the gloves are to be discarded in a plastic bag-lined wastebasket and the caregiver is to wash his/her hands according to procedure.
  - c. Thorough hand washing according to recommended procedures (see above) is to follow removal of gloves for any of the above activities.
  - d. Should an unexpected exposure to body fluids occur, thorough washing is indicated.
  - e. Counters, mats, changing tables, clinic cots that become contaminated with body fluids need to be cleaned after each use. Further, these items should be routinely cleaned with soap and water and then rinsed with the appropriate disinfectant at the end.
  - f. An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals. Various classes of disinfectants are listed below. Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.
    1. Ethyl or isopropyl alcohol (70%).
    2. Phenolic germicidal detergent in a 1% solution (e.g., Lysol\*).
    3. Sodium Hypochlorite with a least 100 pm available chlorine (1/2 cup household bleach in 1 gallon water, needs to be freshly prepared each time it is used).

4. Quaternary ammonium germicidal detergent in 2% aqueous solution (e.g., Tri-quat\*, Mytar\* or Sage\*).
5. Iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne\*).


\*Brand names used only for examples of each type of germicidal solution and should not be considered an endorsement of a specific product.

1. Any broken glass in the building that may be contaminated with blood needs special precautions observed in cleaning up and disposal.
2. Clinic wastebaskets and wastebaskets used in Special Education classrooms for disposal of soiled body fluid items are to have plastic liners that are changed daily. Regular classroom wastebaskets for classroom disposal need not be lined.
3. Contaminated laundry is to be sealed in a plastic bag, placed in the regular laundry bag, and sent to the District laundry (this may pertain to athletics as well as special education). Standard laundry procedures are adequate to kill any live virus.
4. Contaminated laundry should not come in contact with bare hands. Laundry personnel, or whoever may be washing contaminated items, should be made knowledgeable of the need for careful handling procedures by the wearing of gloves and proper hand washing techniques. This includes clothing soiled with body fluids (blood, vomitus, urine or feces) by any child in the classroom setting. It is preferable that clothing be changed with soiled clothing being sealed in a plastic bag to be sent home with the parent. If this is not possible rinsing with soap and water and using the disinfectant solution on the clothing permits a child to return to class after the gross contamination has been cleaned. Use gloves when soaking or cleaning the clothing.

Standard custodial procedures are to be followed in cleaning up any body fluids from the floor and in the care of equipment. As hand contact with body fluids may occur in cleaning up, custodians should wear gloves and follow proper hand washing techniques. Cleanup includes disinfecting the floor area and cleaning equipment after removing the soil. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drainpipe. Remove gloves and discard in appropriate receptacles and wash hands thoroughly. In addition the custodian needs to use gloves and follow proper procedures in emptying wastebaskets containing soiled body fluids.



District Guidelines  
for  
Paraprofessional/Specialist Technical  
&  
Auxiliary Employees



## *Foreword*

The purpose of this handbook is to give you a handy guide to general information concerning Carrollton-Farmers Branch Independent School District (C-FBISD) personnel policies, practices, procedures and benefits. This handbook is not a substitute for the official District Policies. Specific information can be found on the District Network Portal under Policy.

Nothing contained in this handbook or any verbal statement should be construed as creating any type of employment contract, either expressed or implied. You are employed with the Carrollton-Farmers Branch I.S.D. *AT-WILL*, and nothing contained in this handbook is intended to provide or guarantee your employment for any specific period of time.

Nothing set forth in these regulations shall prevent or deny an individual school or department from issuing administrative regulations pertaining to their own school or department. Such regulations should not conflict with those set forth in this handbook but should enhance or expand. C-FBISD policies are subject to change at the discretion, of the Board of Trustees. Campus or departmental procedures and regulations are subject to change at the discretion of the Administration.

All of us must comply with reasonable rules intended to make us effective employees. Thus, everyone is expected to do his/her share to create and maintain a pleasant, safe and drug-free working environment. Please read this handbook carefully. It is your responsibility to familiarize yourself with the contents of this handbook and to abide by the standards, policies, and procedures defined or referenced in this document. As the District provides updated policy information, it is your responsibility to read and abide by the changes. It is your responsibility to contact your principal/supervisor if you have any questions, concerns, or need further explanation of information presented in this handbook. Your understanding of the information in this handbook and your suggestions for future improvement are essential for continuing the high quality of education provided by the Carrollton-Farmers Branch Independent School District.

# 2009– 2010 SCHOOL CALENDAR

**First Day of School - August 24, 2009      Last Day of School – June 3, 2010**

## REPORTING PERIODS

|                       |                         |                        |                         |
|-----------------------|-------------------------|------------------------|-------------------------|
| <b>First Semester</b> | <b>Aug. 24– Jan. 15</b> | <b>Second Semester</b> | <b>Jan. 20 – June 3</b> |
| 1st Nine Weeks        | Aug. 24 – October 23    | 3rd Nine Weeks         | Jan. 20 – March 26      |
| 2nd Nine Weeks        | Oct. 26 – Jan. 15       | 4th Nine Weeks         | March 29 – June 3       |

## SCHOOL HOLIDAYS

|  |                                     |
|--|-------------------------------------|
| Labor Day/District Holiday.....                      | September 7, 2009                   |
| Columbus Day/Staff Development/Student Holiday ..... | October 12, 2009                    |
| Staff Development/Student Holiday .....              | November 23, 24, 2009               |
| District Holiday .....                               | November 25, 26, 27, 2009           |
| District Holiday .....                               | December 21, 2009 - January 1, 2010 |
| District Holiday .....                               | January 18, 2010                    |
| Spring Break.....                                    | March 15 - 19, 2010                 |
| Memorial Day .....                                   | May 31, 2010                        |

**BAD WEATHER DAYS.....** April 2 and May 28, 2010

These two dates have been designated as bad weather or emergency make-up days. If instructional days are missed because of bad weather or an emergency, April 2 and May 28 will be used as regular school days. The first day to be used is May 28. If no instructional days are used, the bad weather days will be holidays.

## STAFF DEVELOPMENT DAYS (Student Holidays)

August 17, 18, 19, 20, 2009

\*October 12, 2009

\*November 23 and \*November 24, 2009

\*Teachers will take approved staff development training from June 1, 2009 to May 31, 2010 so that these days are School Holidays.

## TEACHER PREPARATION DAYS (Student Holidays)

August 21, 2009                      January 19, 2010                      June 4, 2010

Total Instructional Days                      177 days

Total Teacher Work Days                      187 days

## SCHOOL DIRECTORY

### HIGH SCHOOLS

#### ***Creekview***

Cyndi Boyd, Principal  
13201 Old Denton Road  
Carrollton, Texas 75007  
972-968-44800

#### ***Newman Smith***

Joe Pouncy, Principal  
2335 North Josey Lane  
Carrollton, Texas 75006  
972-968-5800

#### ***R.L. Turner***

1600 Josey Lane  
Carrollton, Texas 75006  
972-968-5400

#### ***Ranchview***

David Hicks, Principal  
8401 Valley Ranch Parkway East  
Irving, Texas 75063  
972-968-5000

#### ***Mary Grimes Education Center/GED***

Bob Tipton, Principal  
1745 Hutton  
Carrollton, Texas 75006  
972-968-5600

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### MIDDLE SCHOOLS

#### ***Charles M. Blalack***

Dr. Les Black, Principal  
1706 Peters Colony  
Carrollton, Texas 75007  
972-968-3500

#### ***Barbara Bush***

Dr. Linda Opitz, Principal  
2200 Kinwest  
Irving, Texas 75063  
972-968-3700

#### ***Vivian Field***

Daniel Ford, Principal  
13551 Dennis Road  
Farmers Branch, Texas 75  
972-968-3900

#### ***Dan F. Long***

Nick Lasker, Principal  
2525 Frankford at Appleridge  
Dallas, Texas 75287  
972-968-4100

#### ***DeWitt Perry***

Joe LaPluma, Principal  
1709 Beltline Road  
Carrollton, Texas 75006  
972-968-4400

#### ***Ted Polk***

Michelle Bailey, Principal  
2001 Kelly Boulevard  
Carrollton, Texas 75006  
972-968-4600

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### ELEMENTARY SCHOOLS

#### ***Dave Blair***

Lori Parker, Principal  
14055 Heartside  
Farmers Branch, Texas 75234  
972 968-1000

#### ***L.F. Blanton***

Patty Fair, Principal  
2525 Scott Mill Road  
Carrollton, Texas 75006  
972-968-1100

#### ***Carrollton***

Phil Jackson, Principal  
1805 Pearl Street  
Carrollton, Texas  
972-968-1200

#### ***Central***

Rosa Oliveira, Principal  
Kathy Grieb, Principal  
1600 South Perry  
Carrollton, Texas 75006  
972-968-1300

#### ***Country Place***

Kathy Ferris, Principal  
2115 Raintree  
Carrollton, Texas 75006  
972-968-1400

#### ***Dale B. Davis***

Lisa Williams, Principal  
3205 Dorchester  
Carrollton, Texas 75007  
972-968-1500

***Farmers Branch***

Susan Lightsey, Principal  
13521 Tom Field Road  
Farmers Branch, Texas 75234  
972-968-1600

***Good***

Penny Coney, Principal  
1012 Study Lane  
Carrollton, Texas 75006  
972-968-1900

***Las Colinas***

Kelly Calvery, Principal  
2200 Kinwest Parkway  
Irving, Texas 75063  
972-968-2200

***Charlie McKamy***

Bridget O'Conner, Principal  
3443 Briar Grove  
Dallas, Texas 75287  
972-968-2400

***L.P. Montgomery***

Lori Parker, Principal  
2807 Amber Drive  
Farmers Branch, Texas 75234  
972-968-2700

***Rosemeade***

M. Amy Miller, Principal  
3550 Kimberly  
Carrollton, Texas 75007  
972-968-3000

***Janie Stark***

Abby McCone, Principal  
12400 Josey Lane  
Farmers Branch, Texas 75234  
972-968-3300

***Freeman***

Walter Peterson, Principal  
8757 Valley Ranch Parkway  
Irving, Texas 75063  
972-968-1700

***E.L. Kent***

Debbie Williams, Principal  
1800 West Rosemeade Parkway  
Carrollton, Texas 75007  
972-968-2000

***LaVillita***

Dreama Mayfield  
1601 Camino Lago Way  
Irving, Texas 75039  
972-968-6900

***Neil Ray McLaughlin***

Tracy Smith, Principal  
1500 Webb Chapel Road  
Carrollton, Texas 75006  
972-968-2500

***Annie Rainwater***

1408 East Frankford  
Carrollton, Texas 75007  
972-968-2800

***Donald H. Sheffield Primary***

Kathy Grieb, Principal  
1408 East Frankford  
Dallas, Texas 75287  
972-968-3100

***June R. Thompson***

Angie Doak, Principal  
2915 Scott Mill Road  
Carrollton, Texas 75007  
972-968-3400

***Furneaux***

Jim Cunningham, Principal  
3210 Furneaux Road  
Carrollton, Texas 75006  
972-968-1800

***Tom Landry***

Lance Hamlin, Principal  
265 Red River Trail  
Irving, Texas 75063  
972-968-2100

***McCoy***

Dawn Rink, Principal  
2425 McCoy Road  
Carrollton, Texas 75006  
972-968-2300

***Kathy McWhorter***

Benita Gordon/Principal  
3678 Timberglen  
Dallas, Texas 75287  
972-968-2600

***Riverchase Elementary***

Jody Williams Principal  
272 South MacArthur  
Coppell, Texas 75019  
972-968-2900

***Donald H. Sheffield Int.***

Amy S Miller, Principal  
18110 Kelly Boulevard  
Dallas, Texas 75287  
972-968-3200

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## OTHER DISTRICT SITES

### ***Kelly Pre-K Center***

Janet Restivo, Principal  
2325 Heads Lane  
Carrollton, TX 75006  
Phone: 972-968-6000  
Fax: 972-968-6010

### ***Science Resource Center***

Susan Shipp, Coordinator  
2580 Valley View Lane  
Farmers Branch, TX 75234

### ***Marie Huie Special Education Center***

Margaret Gunther, Director  
2115 Frankford Road  
Carrollton, TX 75007  
Phone: 972-968-5800  
Fax: 972-968-5810

### ***CLC Pre-K Center***

Eva Medina-Walker, Principal  
1820 Pearl Street  
Carrollton, TX 75006  
Phone: 972-968-6600

### ***Technology Learning Center***

Dr. Andrew Berning  
2427 Carrick Street  
Farmers Branch, TX 75234  
Phone: 972-968-4300

Outdoor Learning Center  
1600 E. Sandy Lake Road  
Coppell, TX 75019

### ***Early College High School***

3939 Valley View Lane  
Farmers Branch, Texas 75234  
972-968-6200

## *Employment*

### ***Equal Employment Opportunity***

The Carrollton-Farmers Branch Independent School District will not discriminate against any employee or applicant for employment because of race, religion, sex, marital status, age, national origin, disability, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

### ***Employment Objectives***

The perpetuation of a superior educational program mandates that highly competent personnel be recruited and employed by the school district. The criteria for the selection of auxiliary staff members shall be as follows:

- Past training and experience
- Competence in the necessary skills
- Suitability for the position

Every person employed by the Carrollton-Farmers Branch Independent School District to serve in auxiliary positions shall meet the qualifications as established for his/her position.

### ***Nepotism***

The District cannot employ any person who is related to a member of the Board by blood or marriage. If an employee's relative is elected to the Board their position will not be affected as long as they have been continuously employed for six months. If an employee's relative is appointed to the Board, the employee must have been employed for at least 30 days prior to the appointment. Board members who have relatives working for the District will not participate in any employment decision that applies directly to the employee as an individual.

### ***Assignment***

The original assignment is made at the time of employment according to the needs of the District.

In the interest of promoting harmonious and efficient operations, employees who are related by blood or marriage are not assigned to the same school campus or department. An employee may not be directly supervised by another employee who is related by blood or marriage.

***Reassignments:*** Employees may be reassigned to positions for which they are qualified according to the needs of the District. Reassignments to positions requiring less responsibility and/or skills may result in a decrease in salary.

Employees may be reassigned to positions of lesser responsibilities due to decreased enrollment, internal reorganization, and external reorganization, the inability of the individual to satisfactorily fulfill the responsibilities of the position or, other needs of the District. Employees may be reassigned to any school or department in the District. Refusal to accept a reassignment is interpreted as a voluntary resignation by the employee.

**Promotions.** At the time a vacancy occurs, other than entry-level positions, it will be posted that the vacancy exists. Current employees shall have the opportunity to formally apply for the existing vacancy and consideration will be given to promotion of qualified current employees.

**Transfers** Auxiliary and paraprofessional employees who desire to transfer to another campus or department may apply for any vacancy that occurs. If the transfer involves use of a motor vehicle, then a background check will be necessary.

### ***Employee Evaluations***

All of us are interested in how we are doing in our jobs. If we are doing well, we like to be recognized for our work. If we are not performing satisfactorily, we like to be told so that we can correct any problems.

Annual written performance evaluations are conducted with your principal/supervisor. During the evaluation your overall job performance is discussed. A performance evaluation may be conducted at any time your principal/supervisor believes it will benefit you and the District. Any questions about your progress between evaluations should be discussed with your principal/supervisor in private.

Evaluations are intended to provide the employee and supervisor with a mutual understanding of job requirements and performance. The supervisor recommends specific procedures for improvement. Employees receive a copy of the evaluation upon request.

### ***Personnel 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 information contained in the personnel file of an employee shall be made available to that employee or the designated representative as public information is made available under the Open Records Act. *Govt. Code 552.102(a)*

### ***Withholding Personal Information***

Under the provisions of Article 6252-17a of the Texas Civil Statutes, employees may request that their home address and home telephone number be withheld from public access by completing a Request for Withholding Personal Information Form. This information will be published for internal District use only.

### ***Applications***

Applications for all auxiliary positions are accepted throughout the year. Applications are available at the Administration Building Annex at 1445 N. Perry. Paraprofessional (classified) applications are online: [www.cfbisd.edu](http://www.cfbisd.edu).

### ***Vacancy Hotline***

The Auxiliary Personnel Department has a 24-hour telephone number **(972-323-6405)** listing available paraprofessional positions in the District.

### ***Drug Testing***

According to District Policy DHE (Local), The District reserves the right to conduct searches when the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Furthermore, according to District Policy DHE (Legal), The District may conduct drug tests, without a warrant and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's privacy expectation.

## *Compensation & Benefits*

### ***District Compensation Plan***

Carrollton-Farmers Branch I.S.D. has a locally designed salary plan for all employees. Salary increases are determined annually by the Board of Trustees and are based upon cost of living increases, competitive pay increases, and local budget projections. The District salary plan is designed to ensure that employee pay is equitable, competitive, and affordable. Pay surveys are conducted on a regular basis and salary ranges are adjusted to ensure that pay remains competitive for Carrollton-Farmers Branch employees.

Each position is assigned to a pay range based on the level of responsibility and qualifications required of the job. Pay ranges establish the minimum and maximum daily rates that will be paid for each job in the District. Job classifications are determined by the Personnel Office. Each employee will receive an individualized Salary Verification Notice before the end of September each school year to verify their salary, experience, and workdays. Employees should review, sign, and return the notice to their supervisor if there are any questions or errors. Employees may request additional information concerning job classifications and salary ranges from their principal/supervisor.

***Salary Increases.*** Salaries are reviewed annually and any adjustments are made after the Board approves the budget prior to the beginning of the current school year. Increases cannot be made at any other time unless promotions are involved.

***Set Rate.*** Employees who are paid at set rates do not receive percentage increases. Salary increases occur only when the set rates are changed.

***Semi-monthly Pay Periods and Pay Dates.*** Pay periods run from the first through the fifteenth (paid on the twenty-sixth of the month) and the sixteenth through the last day of month (paid on the eleventh of the month).

***Monthly Pay Day*** - Monthly employees are paid on the 20th of each month throughout the year.

### ***Paychecks***

***Paycheck Distribution.*** The principal/supervisor is in charge of distributing paychecks for employees who do not participate in the direct deposit program. Employees must sign for their paycheck when received from their supervisor.

If the employee is absent, the principal/supervisor will mail the paycheck before 5:00 p.m. on payday unless previous arrangements have been made.

If an employee is not going to be on duty on a pay date (such as being on vacation), the employee may submit a written request ***PRIOR*** to the pay date to have the check mailed, or held by the principal/supervisor. Paychecks for employees who have not completed the appropriate paperwork will be held in the Personnel Office at the Administration Building.

### ***Direct Payroll Deposit for ALL Employees***

Automatic payroll deposit is a service offered to all district employees. Paychecks for all regularly employed personnel who are ***paid monthly*** are directly deposited into a checking or savings account. The district offers direct deposit on a voluntary basis to all semi-monthly employees. This service enables you to have your pay automatically deposited into your checking or savings account.

Only one account may be used for direct deposit. The net amount of your pay each payday may be deposited into only one account through the automatic deposit program at C-FBISD. If other distributions of your funds are desired, please contact your banking institution to discuss making the additional transactions.

A notification period of one month is required to activate this service. The Payroll Office must be notified no later than the 5th of the month for a change to be effective the following payday. For employees new to C-FBISD, all paperwork required by Personnel must be submitted before direct deposit information will be given to Payroll. Personnel new to C-FBISD will be required to pick up the payroll check from the Personnel Office until all required paperwork is submitted. With automatic deposit, an employee's money is posted to their back account on the pay date. The employee will receive a Statement of Earnings from the principal/supervisor on payday.

Statement of earnings (your check stub) will not be printed and distributed on Payday. You may view and/or print your statement of earnings on the C-FB Web Portal. Instructions for the Web Check History/Benefits program will be given to each employee with the direct deposition application.

### ***Statement of Earnings***

All employees participating in the direct deposit program can view/print a copy of their Statement of Earnings from the Web Check History/Benefits site located on the district's web portal. They may also view their current address, W-4 information, the last 2 years of W-2 forms, and other information. Instructions for using the Web Check History/Benefits program are also available on the district's web portal under "Teacher Tools".

***Time Reporting.*** All auxiliary and paraprofessional personnel are required to either scan time clocks, or record time via internet for payroll purposes via TEAMS on the internet.

***Overtime.*** Occasionally, hourly employees are asked to work more than 40 hours per week when this occurs, employees are to be paid overtime. Overtime pay is computed at one and one-half the employee's regular hourly rate. All overtime must have prior approval by the principal/supervisor. ***Employees are not permitted to volunteer to work extra hours without pay.***

***Paychecks.*** All paycheck errors will be adjusted on the next available pay date.

***Salary Deductions for Absences.*** Salary deductions for each day of absence from duty that is not covered by paid leave shall be made at the employee's hourly/daily rate for his/her designated assignment.

### ***Payroll Deductions***

Automatic payroll deductions for Teacher Retirement or the 457 FICA Alternative Plan, Federal Income Tax, and Medicare are required of all employees. Employee contributions to the Teacher Retirement System and the 457 FICA Alternative Plan are withheld by a salary reduction before federal income taxes are computed thus reducing employees tax liability.

### ***Mandatory Deductions***

***Income Tax.*** All employees must complete an Internal Revenue Service W-4 form claiming the desired number of allowances.

Should an employee want to change the number of allowances originally claimed, he/she may acquire the necessary W-4 form from the Web Check History/Benefits site on the web portal.

### ***Teacher Retirement System***

All full-time personnel employed on a regular basis are members of the Teacher Retirement System of Texas (TRS). Members are provided an annual statement of their account from TRS showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their eligible retirement benefits. Statements from TRS are mailed directly to employees' homes. All regular employees are covered by death benefits provided through the Teacher Retirement System upon employment.

Substitute or temporary employees who work at least 90 days a year have optional membership. For further information, please contact the Payroll Department at the end of the school year.

All regular employees, as defined by TRS, of the Carrollton-Farmers Branch Independent School District are members of the Teacher Retirement System of Texas (TRS) and 6.4% of the employee's salary is withheld pre-tax for the teacher retirement pension plan. An additional .65% of the employee's salary is withheld after tax for the TRS Medical Care. The state contribution is 6.4% of the employee's annual salary.

***457 FICA Alternative Plan.*** Employees who are not eligible to participate in the Teacher Retirement System of Texas are required to contribute pre-tax to an IRS approved 457 FICA Alternative Plan at the rate of 7.50% of their gross pay. When the employment agreement ends, the employee may apply for a refund of the funds in their account. Contact the Payroll Department for information regarding a request of refund.

***Medicare Deductions.*** Medicare deductions at a rate of 1.45% of gross pay are required for all new personnel hired after 4/1/86. Deductions will also be taken from part-time, temporary or substitute employees who may have worked for the District prior to 4/1/86. The District will make a matching 1.45% contribution for each eligible employee.

This is not a deduction for Social Security benefits. This deduction will provide Medicare benefits for the employee upon reaching age 65. The District does not deduct for Social Security benefits.

### ***Voluntary Deductions***

#### ***403(b) Tax Deferred Annuity***

A tax sheltered annuity plan (403b) is available to District employees. Employee contributions are made with pre-tax dollars into an investment account of your choice from a certified list through Teacher Retirement System (TRS) and part of the District's 403(b) plan. A listing of eligible companies can be found at [www.Region10Rams.org](http://www.Region10Rams.org). Additional information can be obtained from the Employee Benefits Office at 972-968-6120.

Employees wishing to set up a 403(b) deduction through the District should contact JEM Resource Partners at 800-943-9179.

#### ***Retired Savings Plan 457***

The deferred compensation plan is offered through JEM Resource Partners for employees. Like the 403(b) plan, it provides a vehicle to tax-defer money for retirement. Funds deducted through the 457 plan are invested through a list of pre-screened of high-quality mutual funds. Contact the Benefits Office at 972-968-6114 or go to [222.Region10Rams.org](http://222.Region10Rams.org) for information.

### ***Credit Union of Texas***

Credit Union of Texas deductions may be made. Membership application and enrollment cards may be obtained in the District's payroll office.

Deductions will be made for an indefinite period, cancelable by written notification directly to the Payroll office. All matters relating to the credit union deductions must be handled between the employee and the Credit Union directly.

### ***Disability/Life Insurance***

Employees have the option of an income replacement plan that protects income if an employee has a disabling accident or illness and is unable to work. Additional life insurance may also be purchased for the employee and/or dependents. Applications, cost, and benefits information should be requested from the Benefits Office at 972 968-6120.

### ***Health, Dental, Vision, and Life Insurance.***

All new employees are required to attend an orientation meeting conducted by the Employee Benefits Department in order to enroll in the district's insurance program. If an employee does not enroll in the insurance plan within 30 days of employment, they must wait until the next enrollment period that is in the spring with coverage effective in September.

**Health Plan Options.** Employees may choose one of the following health plan options in effect through August of each year.

Employees may choose one of the following health plan options administered by BlueCross BlueShield (BCBS)

- TRS ActiveCare 1
- TRS ActiveCare 1-HD
- TRS ActiveCare 2
- TRS ActiveCare 3

**Vision Plan.** Option of a vision service plan with the entire premium cost paid by the employee.

**Life Insurance.** \$20,000 in term life insurance at no cost to the employee. Optional life insurance may also be purchased for the employee and/or dependents at the employee's cost.

**Cancer and Intensive Care Plan.** The plan offers option of individual, employee/children or family coverage that includes optional rider for intensive care. Plan includes diagnostic testing benefit and critical illness rider for cancer, heart attack and stroke. Applications, cost, and benefit information should be requested from the Employee Benefits Office.

### ***Employee Assistance Program***

The District has contracted with an Employee Assistance Program (EAP) to provide professional counseling and referral services to our employees, their spouses, and their dependents. The EAP will provide confidential help with a variety of problems including family or marital stress, financial and legal issues, emotional strain, or alcohol and substance abuse. The EAP services are available at no cost to the employee, their spouse, and their dependents. EAP counseling sessions are limited to three (3) sessions per family member per problem issue per year. Bilingual services are available. The EAP is staffed with specially-trained experienced

counselors. Assistance is available 24 hours a day. The EAP will make referrals, when necessary, to outside resources. The telephone number is 800-730-4167.

***Flexible Benefits Plan.*** Carrollton-Farmers Branch I.S.D. has established a plan of flexible compensation for the benefit of eligible employees that will be effective on the date your health and dental insurance coverage begins.

The purpose of the Plan is to permit employees to elect to pay their employee contribution portion for coverage under various group plans on pre-tax rather than after-tax basis, as provided for in Section 125 of the Internal Revenue Code guidelines. The plan also includes a Medical Reimbursement and Dependent Care options with contributions made to those plans on a pre-tax basis.

A Salary Reduction Agreement is a form that you complete which authorizes your employer to reduce your regular wages or salary in exchange for the employer paying your contributions required for your coverage(s) under the Flexible Benefits Plan.

You may modify your Salary Reduction Agreement or make a new election during an annual enrollment period, which is in the month of October each year. Other than during the enrollment period, changes can only be made to the plan following a status change as defined under Section 125. Any change made following a status change must be completed within 31 days of the status change event.

Contact the Benefits Office at 972-968-6119/6114 for information.

### ***Workers' Compensation Insurance***

*Refer to Board Policy CRE located at [www.cfbportal.org](http://www.cfbportal.org) and click on Policy Online.*

The District, in accordance with state law, provides workers' compensation insurance to protect employees who are injured at work and are unable to work due to that injury or illness. All employees are covered by the Texas Worker's Compensation Act for on-the-job injuries. All injuries and/or accidents must be reported within twenty-four (24) hours. The Employer's First Report of Illness or Injury Form must be completed, signed by both the employee and supervisor and submitted to the Benefits Office at the Administration Building. Approval of treatment for job-related injuries must be obtained from the Benefits Office at 972-968-6199 or 972-968-6120.

The District provides Workers' Compensation coverage under a self-funded plan to protect you. The District contracts with a Third Party Administrator to administer the Workers' Compensation benefits program. All claims are paid from District funds, not an insurance company. Please be aware that funds for future salary increases, capital improvements and equipment are partially dependent upon the costs of workers' compensation claims. It is the responsibility of each employee to make working safely a first priority in their job performance and to ensure a safe work environment for all employees.

The following information details District procedures for handling absences related to a work related illness or injury:

1. Day of reported incident
  - a) Employee will be paid full rate of pay for the remainder of the workday without returning to work, unless released for return to work by a doctor.
  - b) Sick leave is not charged.
  
2. Partial days

- a) Employee will be paid full rate of pay for absences of one-half day or less for necessary visits to a physician or for therapy sessions that cannot be scheduled outside of the normal workday.
  - b) Sick leave is not charged.
3. Full day absences of less than 5 consecutive days
- a) Employee must have returned to work.
  - b) Employee may use available sick leave to be paid or request full dock.
4. Absences of 5 or more consecutive days
- a) Payment for lost time from the workers' compensation carrier will begin on the 8th day of absence (including weekends).
  - b) First week of lost time will be reimbursed by workers' compensation carrier if the employee is absent for at least 14 calendar days (including weekends).
  - c) Employee will use available sick leave for a maximum of 5-work days absence if not eligible to receive payment for lost time from the workers' compensation carrier (absences of less than 14 days).
  - d) Employee may choose not to use available sick leave even when not eligible to receive payment for the lost time from workers' compensation carrier. This will result in full dock on employee's paycheck.
  - e) Use of sick leave and payment on the employee's paycheck will not occur until length of absence has been determined. If full dock has occurred, reimbursement of eligible sick leave payments will be reflected on the employee's next regular paycheck.
5. An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable. An employee eligible for workers' compensation benefits and no on assault leave, shall indicate whether he or she chooses to:
- a) Receive workers' compensation wage benefits; or
  - b) Use available paid leave. Workers' compensation wage benefits shall begin when:
    - 1. Paid leave is exhausted;
    - 2. The employee elects to discontinue use of paid leave; or
    - 3. Leave payments are less than the employee's pre-injury average weekly wage.

***INFORMATION ABOUT WORKERS' COMPENSATION CLAIMS IS AVAILABLE AT THE EMPLOYEE BENEFITS CLAIMS SPECIALIST OFFICE AT THE ADMINISTRATION BUILDING AT 972- 968-6199 or 972-968-6120.***

***Ombudsman Program***

The Ombudsman Program under the Texas Workers' Compensation Act provides free assistance with resolution of a dispute on your claim after a proceeding has been scheduled. You may ask for help from an Ombudsman if you have not hired an attorney to represent you and you do not have any other type of representation. You may request ombudsman assistance by contact Customer Service at 800-252-7031.

***Workplace Safety***

The District expects all employees to report unsafe conditions, practices and fire hazards immediately to their supervisor. Efforts to correct the unsafe condition/practice shall follow the "chain of command" for each campus/department. The Safety/Property Specialist may be contacted at 972-968-6125 for assistance.

The Texas Worker's Compensation Commission has established a 24-hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Division of Workers' Health and Safety, Texas Workers' Compensation Commission at 1-800-452-9595.

### ***Unemployment Compensation Insurance***

The Carrollton Farmers Branch I.S.D. extends unemployment compensation benefits under the Texas Unemployment Compensation Act to employees who have been laid off or terminated through no fault of their own. The District reports your wages to the Texas Workforce Commission. If you become unemployed, you may be eligible for unemployment benefit payments. For more information write or contact the Texas Workforce Commission in Austin, Texas 78778, or contact your nearest Commission office. Commission offices are located in major cities throughout the state. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year and summer months if they have contracts or reasonable assurance of returning to service.

### ***Teacher Retirement System***

All full-time personnel employed on a regular basis are members of the Teacher Retirement System of Texas (TRS). Substitute or temporary employees who work at least 90 days a year have optional membership. Members are provided an annual statement of their account from TRS showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their eligible retirement benefits. Statements from TRS are mailed directly to employees' homes. All regular employees are covered by death benefits provided through the Teacher Retirement System upon employment.

### ***Inter/Intra District Attendance of Children at School Where Parent Works***

Children of employees may attend school where the parent works where space is available regardless of whether the parent resides in the district or in that attendance zone. The student may continue enrollment in the school where the parent works for the years remaining in that school as long as the parent continues to work there. Once the student completed the last year of attendance at that school, he/she must transfer to the school/district where the student legally resides.

### ***Accrued Benefits Package***

All retiring personnel who meet state eligibility requirements for retirement shall be compensated for their accrued sick leave based on the following:

- May be compensated for all state and local leave days accumulated while employed in Carrollton-Farmers Branch ISD at the substitute teacher pay rate up to a ceiling of \$5,000.

### ***Annual Buy Back Of Local Sick Leave Days***

Full-time employees shall be eligible for an annual buy back of unused local sick leave days, subject to the following guidelines:

- Three days of local leave per year shall be eligible for buy back each school year at the substitute teacher pay rate.
- Reimbursed days shall be deducted from the employee's balance of local sick leave.
- An employee shall maintain a minimum local leave balance of five days.
- The employee shall receive payment for the days in the July paycheck at the end of the school year.
- The employee must submit a completed Annual Buy Back Benefit Request for Payment form prior to June 1 each year.
- The Annual Buy Back Benefit Request for Payment form is available on "Q" drive under forms.

## Free Passes

All full-time District employees receive free passes to designated events sponsored by the District.

### ***EMPLOYEE BENEFITS DEPARTMENT***

#### **Employee Benefits Supervisor**

##### **HIPAA Privacy Officer**

Janet Truett

972.968.6114

[truettj@cfbisd.edu](mailto:truettj@cfbisd.edu)

#### **Employee Benefits Specialist**

Jeanne Welsh

Medical/Dental/Vision/COBRA

972.968.6119

[welshj@cfbisd.edu](mailto:welshj@cfbisd.edu)

#### **Employee Benefits Specialist Assistant**

Suzanne Cunningham

Supplemental Insurance/Cancer/Disability/Life/Annuities

972.968.6120

[cunninghams@cfbisd.edu](mailto:cunninghams@cfbisd.edu)

#### **Occupational Health Nurse**

Rosalie Getz, RN COHN-s CCM

Workers' Compensation

972.968.6199 Pager 972.949.9852

[getzr@cfbisd.edu](mailto:getzr@cfbisd.edu)

#### **Safety/Property & Casualty Specialist**

Patty Jo Nierste

Safety/Property/Student & Athletic Insurance/Notary Bonds

972.968.6125 Pager 972.558.5884

[nierstep@cfbisd.edu](mailto:nierstep@cfbisd.edu)

### ***Leaves and Absences***

Policy Reference: DEC

#### ***Attendance***

The successful operation of the school district depends upon all employees being at work on time each day. Whenever an employee is absent or tardy, supervisors and other employees must make adjustments in order to

keep the schools operating efficiently. Employees may be reassigned, transferred or terminated for excessive absences and/or tardies.

The District provides regularly employed personnel with various types of paid and unpaid leaves of absence in order to provide income and job protection to employees in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the Payroll Office for counseling about available leave options, continuation of benefits, and communication requirements with the District. Employees who take an unpaid leave of absence have the option to continue their insurance benefits at their own expense. The District does not pay any benefit contributions to employees who are not on active payroll status.

Every employee is expected to report an absence from work in accordance with the rules and procedures in effect in his/her campus/department. Anticipated absences should be reported as soon as possible so that the supervisor can rearrange work assignments or secure a substitute. Failure to adhere to established reporting rules and procedures may result in disciplinary action and/or loss of pay.

**NOTE: An employee must work a minimum of one regular workday at the beginning of each work school year to become eligible to receive any paid leave benefits that are advanced each year. Paid leave accumulated from previous years may be used.**

#### *State Personal Leave*

- The purpose of State Personal Leave is to provide paid leave for the employee's own illness or for family illness, as well as leave to be taken at the employee's discretion within limits determined by the District.
- The New Education Code establishes a state minimum personal leave program for all regularly employed personnel of five (5) days per year effective for the 1995-96 school year to be used at the employee's discretion within the limits determined by District procedures.
- Shall be earned at the rate of one-half workday per approximately 18 days of employment to a maximum of five (5) workdays per school year.
- (A workday shall mean the number of hours per day associated with the employee's usual work assignment, whether full-time or part-time.)
- State Personal Leave is advanced at the beginning of the school year.
- State Personal Leave is transferable among Districts.
- No limit on accumulation.
- Leave shall be charged even when no substitute is used.
- For positions for which a substitute is normally required, leave shall be recorded in half-day increments, even if a substitute is not employed.
- For positions for which a substitute is not normally required, leave shall be recorded on an hourly basis.

- (A workday shall mean the number of hours per day associated with the employee's usual work assignment, whether full-time or part-time.)

***Discretionary Leave***

- A maximum of five (5) State Personal Leave days may be used per school year.
- State Personal Leave may be used for no more than three (3) consecutive days and requires prior supervisor approval.
- State Personal Leave shall not be used immediately preceding or following a school holiday, on the last day of a grading period, on staff development days, on teacher workdays, or on state testing days, unless approved by the Superintendent or his/her designee.
- Principal/Supervisor may disapprove State Personal Leave days to preserve the continuity of the instructional program.

***Non-discretionary Leave***

- State Personal Leave may be used as sick leave according to state and local sick leave guidelines.
- When an employee who has used more State Personal Leave in a school year than he/she has accumulated or earned, the cost of the unearned State Personal Leave days shall be deducted from the employee's paycheck after an audit at year end or upon termination.

***State and Local Sick Leave***

- The purpose of State and Local Sick Leave is to provide employees with income protection during brief personal or family illnesses.
- State Sick Leave accumulated prior to the 1995-96 school year is retained and its use continues to be governed by former law. (Old Education Code, Section 13.904)
- For all regularly employed personnel.
- Local Sick Leave is advanced at the beginning of the school year for the employee's use.
- Local Sick Leave shall be earned at the rate of one-half workday per approximately 18 days of employment to a maximum of two (2) days for 10-month employees, three (3) days for 11-month employees and four (4) days for 12-month employees.
- When an employee who has used more Local Sick Leave in a school year than he/she has accumulated or earned, the cost of the unearned local sick leave days shall be deducted from the employee's paycheck after an audit at year end or upon termination.
- No limit on accumulation of State or Local Sick Leave.
- Leave shall be charged even when no substitute is used.

Upon termination, remaining earned State Sick Leave may be transferred to other Districts within the state. Local Sick Leave balances may not be transferred, retained or donated to another employee; however, the district will add all unused local sick leave days to the Sick Leave Bank for the benefit of all employees.

- Local Sick Leave balance shall be used before State Sick Leave. Local Sick Leave shall be used according to the State Sick Leave guidelines under the Old Education Code, Section 13.904.

*State and Local Sick Leave may be used as follows:*

- ⇒ Illness of the employee
- ⇒ Illness of a member of employee's immediate family
  - Spouse
  - Son, daughter, including a biological, adopted, or foster child, son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis
  - Parents, stepparents, and parents-in-law, or other individual who stands loco parentis to the employee
  - Siblings, step-siblings, siblings-in-law
  - Grandparents and grandchildren
- ⇒ Family emergency (natural disaster or life-threatening situation involving the employee or a member of the employee's immediate family)
- ⇒ Death in the employee's immediate family (maximum of 5 days)
- ⇒ Pregnancy shall be treated the same as other illnesses or disabilities

**State and Local Leave** will be used concurrently with the Family/Medical Leave and will not extend the time allowed by the FMLA.

Doctor's certification required for personal illness or illness in the immediate family.

- ⇒ Whenever an employee is absent for five (5) or more consecutive workdays.
- ⇒ Must include reason for the illness.
- ⇒ Must include specific dates of absence.
- ⇒ Must also include employee's fitness to return to work to the present assignments if the absence is for the employee's personal illness.
- ⇒ Must be submitted to supervisor/principal for his/her approval prior to returning to work.
- ⇒ May be required by supervisor/principal when repeated personal/family illness of less than five (5) consecutive workdays occurs.
- ⇒ Supervisor/principal is responsible for securing from the employee and retaining the required documentation in a timely manner.
- ⇒ For leave other than FMLA, medical certification of illness shall be by a doctor who is duly registered and licensed under the Medical Practice Act of Texas, a licensed doctor of dentistry, a licensed chiropractor, or a licensed podiatrist. Members of the Christian Science church may have their illness attested to by a Christian Science practitioner listed with the First Church of Christ, Scientist in Boston.

***Sick Leave Bank***

- The purpose of the Sick Leave Bank is to provide additional sick leave days to any member of the Bank who, through an unexpected personal critical illness, surgery, injury or other medical condition, is unable to perform the duties of his/her position.

- Sick leave days from the Bank may be requested only after the member has exhausted all accumulated local and state leave days.
- Members may apply for Extended Sick Leave days after exhausting a maximum of thirty (30) Sick Leave Bank days.
- All full-time employees, ten, eleven, and twelve-month personnel of the Carrollton-Farmers Branch I.S.D. shall be eligible for membership. Full-time employees are those covered by the Teacher Retirement System of Texas.
- All new employees must work at least one day in each school year to be eligible to apply for sick leave bank days.
- All new employees will automatically become members of the sick leave bank after the district has contributed (2) local sick leave days to the sick leave bank, and the employee has worked (1) day in the district.
- May be used only by the employee for his/her personal illness except for a certified terminal illness of a spouse or child (maximum of 30 days per person) or a parent (maximum of 10 days person).
- Conditions for which a member new to the District has received medical services during the three (3) calendar months prior to joining the Bank may not be covered until one of the following conditions is met:
  - ⇒ Three (3) consecutive calendar months ending while the person is covered under this plan and during which no medical services were received for the same condition. The term medical services includes, but is not limited to diagnosis, treatment and/or medications; or
  - ⇒ Six (6) consecutive months during which the member has been continuously covered under this plan and actively at work with no absences; or
  - ⇒ Twelve (12) consecutive months, ending while the member is not confined in an institution for the condition and during which he/she has been continuously covered under this plan.
- A member may apply for the number of workdays missed at the end of a pay period or upon returning to work (days will not be approved in advance.)
- Days from the Bank shall be granted only for an unexpected critical illness, surgery, injury or other medical condition which necessitates an absence from work of five (5) consecutive workdays or longer.
- Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days, or other such days for which the member is not paid.
- The maximum of Sick Leave Bank days that may be granted to an employee during the year (July 1 through June 30) will be thirty (30) days. An employee diagnosed with a terminal illness may be granted up to the lifetime maximum of ninety (90) days.
- If a member who has received less than thirty (30) days from the Sick Leave Bank returns to work, then is absent due to the same or another illness, he/she may apply to the Sick Leave Bank for additional days, the total not to exceed thirty days per school year. Each separate illness applied for must meet the initial criteria of just cause.

- Absences due to work related injuries are not covered by the Sick Leave Bank.
- Normal pregnancy is not covered by the Sick Leave Bank. Complications arising from pregnancy or childbirth may be considered by the Committee on an individual basis.
- Elective procedures that will not jeopardize the employee's health and that may be delayed until the employee is not required to work will not be covered by the Sick Leave Bank.
- Sick Leave Bank days will run concurrently with the Family/Medical Leave and will not extend the time allowed for FMLA.
- A member shall only be reimbursed for the amount actually docked.
- Reimbursement will be made in the member's next regular payroll check after the Committee's approval of the requested days and notification to the Payroll Department.

***Procedures for Applying for Sick Leave Bank Days***

- Long Term Absence Request Form must be completed by the employee and submitted to the supervisor/principal, along with a completed C-FBISD Medical Certification Form.
- Forms for the above purposes are available from the Supervisor/Principal or the Employee Benefits Coordinator at the Administration Building.
- Applications must be submitted to the Sick Leave Bank Committee no later than the last working day of the calendar month. Applications received after that date will be reviewed at the following month's regularly scheduled meeting.
- The Sick Leave Bank Committee will not consider an application that does not contain the required information.
- The decision of the Sick Leave Bank Committee will be final.

***Extended Sick Leave***

- The purpose of Extended Sick Leave is to provide partial income protection to employees who suffer serious personal illness or injury and have no accumulated personal or state sick leave, including Sick Leave Bank days.
- Eligibility requires full-time employment with the District for at least 12 months and for 1,250 hours during the previous 12-month period.
- May be requested only after all leave balances are depleted, including eligible Sick Leave Bank days.
- May not be granted for absences due to work-related illness or injuries.
- Must complete the Long Term Absence Request Form.
- Must complete the C-FBISD Medical Certification Form.

- Requires approval by the supervisor.
- May be used only for an employee's illness or injury that requires an absence of a minimum of seven (7) consecutive calendar days.
- May be approved for a maximum of thirty (30) extended sick leave days per school year.
- Includes normal childbirth, as well as absences related to medical disabilities caused by or contributed by pregnancy or childbirth.
- The partial loss of pay for Extended Sick Leave will be the alternate current dock rate as determined by the Administration each year.
- Must provide to the supervisor or principal a doctor's certification of the employee's fitness to return to work to the present assignment.
- This leave will run concurrently with the Family/Medical Leave and will not extend the time allowed by the FMLA.

### ***Workers' Compensation Leave***

- The purpose of Workers' Compensation Leave is to provide income protection to employees who suffer serious work-related illnesses or injuries.
- Employees who are eligible for Family and Medical Leave and are receiving workers' compensation wage benefits are prohibited from using any accumulated state or local leave until the FMLA expires.
- An FMLA eligible employee who is absent for a work-related illness or injury for seven calendar days or less and returns to work may use accumulated leave for up to five work days.
- An FMLA eligible employee who is absent for a work-related illness or injury may choose to receive workers' compensation wage benefits or use available paid leave. Workers' compensation benefits will begin when all paid leave is exhausted or the employee elects to discontinue use of paid leave or leave payments are less than the employee's pre-injury average weekly wage.
- Payments for use of accumulated leave due to work-related illness or injury will be made on the first available pay date after the employee returns to work.
- Employees must complete a Long Term Absence Request and Medical Certification Forms for any work-related illness/injury absence of 7 or more calendar days.
- Absences for Workers' Compensation shall be used concurrently with Family and Medical Leave.
- Sick Leave Bank Leave and Extended Sick Leave may not be used for absences covered by Workers' Compensation.

### ***Family and Medical Leave***

Employees eligible for FMLA may take up to twelve (12) weeks of unpaid leave during a leave year. The C-FBISD uses the "rolling backward" method for calculating the leave year meaning that the 12 month leave

year period is measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement will be the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

- The purpose of Family and Medical Leave is to provide unpaid, job-protected leave to eligible employees for certain family and medical reasons.
- Employee must have been regularly employed by the District for at least twelve (12) calendar months and have worked at least 1,250 hours during that time to be eligible for FMLA.
- Employee may be granted up to 12 weeks of leave per school year for the following reasons:
  - birth, adoption, or foster placement of a child;
  - care for a spouse, parent, or child with a serious health condition; or
  - employee's own serious health condition.
- School holidays/closings lasting a full work week do not count against the FMLA leave entitlement.
- Brief school holidays/closings lasting less than one week do count against the FMLA entitlement.
- Employee must exhaust all available paid leave before going on unpaid leave.
- Days used for FMLA after all other leave privileges are exhausted will result in a loss of the full daily rate of pay.
- Accumulated leave, including approved Sick Leave Bank Days, Extended Sick Leave and Temporary Disability Leave, will be used concurrently with FMLA.
- Eligible employees are entitled to continue health care benefits under the same terms and conditions as when the employee was on the job, and the employee is entitled to return to the previous job or an equivalent job at the end of the leave.
- Under some circumstances, employees may take FMLA in blocks of time, or by reducing the normal weekly or daily work schedule. Intermittent leave may be taken whenever:
  - ⇒ medically necessary to care for a seriously ill family member;
  - ⇒ employee requires medical treatment for a serious illness; or
  - ⇒ employee is seriously ill and unable to work their regular workday.
- 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.
- If both spouses are employed by the District, combined Family and Medical Leave for the birth, adoption, or placement of a child may be limited to a combined total of 12 weeks as determined by needs of the District.
- A Long Term Absence Request Form must be completed by an employee whenever an employee is requesting an absence of at least seven (7) consecutive calendar days.

- Employees seeking to use Family and Medical Leave are required to provide thirty days advance notice of the need to take leave when the need is foreseeable.
- For leave taken under the Family and Medical Leave Act, employees must provide medical certification as described in federal regulations on the C-FBISD Medical Certification form.
- The employee must provide medical certification of illness or disability upon request for Family and Medical Leave for the employee's serious health condition or that of a spouse, parent, child, or loco in-parens, and at thirty-day intervals thereafter.
- The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.
- If at the expiration of the Family and Medical Leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.

***Medical Certification-Duplicate Information? All employees are required to submit CHCP.***

Medical Certification is required for all Long Term Absences, including childbirth related absences, for Auxiliary/Paraprofessional Employees

- All employees, other than certified full-time personnel who have exhausted all available leave under FMLA guidelines must return to duty immediately or be subject to termination procedures.
- Employees who are unable to return to duty may request to be placed on a 30 calendar day inactive employee status for a maximum of 30 calendar days per year after all FMLA leave has been used.
- Employees who are not eligible for FMLA leave may request to be placed on a 30 calendar day inactive employee status after all available leave has been used.
- Employees who request placement on the inactive employee status list must complete a Request for Inactive Leave form and have it approved by their supervisor/principal
- Employees who are unable to return to duty by the end of the 30-calendar day period will be dismissed from employment.
- Employees may continue insurance coverage after exhausting all available FMLA leave under the provisions of COBRA. The employee is responsible for payment of the total insurance premium.

***Child-Nurturing Leave***

- All absences relating to adoption or childbirth run concurrently with Family and Medical Leave.
- The purpose of child nurturing leave is to provide income protection for employees who become a parent of a child through the legal adoption process or the birth of a child.

- An employee who becomes a parent of a child through the legal adoptive process or through the birth of a child may use a maximum of six work weeks of accrued local leave and state personal leave at the time of the birth or adoption.
- The employee must submit to the supervisor or principal a written request for absence due to child adoption or birth of a child that includes the anticipated dates of absence and return to work.
- The written request must be accompanied by a confirmation letter from the adoption agency stating the anticipated or actual delivery date.
- Days taken in addition to the six workweeks shall be governed by FMLA guidelines and local sick leave guidelines.
- If both spouses are employed by the District, use of accumulated paid leave for adoption purposes or the birth of a child may be limited to a combined total of six work weeks as determined by the needs of the District.
- Medical certification is required for any absences beyond child nurturing leave.

***Jury Duty and Other Court Appearances Leave***

- The purpose of Jury Duty and Other Court Appearances Leave is to allow employees to perform legally required services, except for personal business, without loss of pay or accumulated leave.
- Employee shall be granted leave with pay and without loss of accumulated leave for jury duty, school-related court appearances or court appearances as witnesses for the state.
- Employee shall be allowed to retain any compensation from the court for this service.
- Employee is required to present documentation from the court of the service including date(s) served and time of dismissal. A copy of the summons is not accepted as proof of service.
- Absences for court appearances related to an employee's personal business shall be deducted from the employees State Personal Leave, if available, or shall be taken by the employee as leave without pay.
- Each employee shall advise the supervisor/principal upon receipt of a jury summons or subpoena in order that a substitute, if necessary, can be secured in ample time.
- Each employee shall report immediately to the supervisor/principal upon release from the court, unless less than four (4) hours remain in the normal workday.
- Employees who are released by the court with more than four (4) hours remaining in the normal workday and do not return to work will be required to use State Personal Leave, if available, or will be docked full pay for the time missed from work.
- Each employee who is required by the court to call in to check juror status must report to work and place the call from the work place. Employees who choose to remain at home to call in will be docked full pay or will be required to use State Personal Leave, if available.

- Proof of service indicating the date and time of dismissal must be submitted to and retained by the Principal/Supervisor prior to the authorization for the employee to be paid for the absence.

#### ***Assault Leave***

- The purpose of Assault Leave is to provide extended job and income protection to employees who are seriously injured as the result of a physical assault suffered during job performance.
- An assaulted employee is entitled to the number of days necessary to recuperate from physical injury sustained as a result of the assault.
- Assault leave shall not extend more than two years beyond the date of the assault.
- Compensation for Assault Leave shall be coordinated with temporary income benefits from Workers' Compensation.

#### ***Military Leave: Short-Term***

- The purpose of Short-Term Military Leave is to provide an employee who is a member of the U.S. military forces or reserves a paid leave of absence without loss of any accumulated leave for authorized training or duty orders.
- Paid Military Leave will not exceed fifteen (15) days per year.

#### ***Military Leave: Long-Term***

- The purpose of Long-Term Military Leave is to provide up to five years of job protection for an employee who leaves the District to enter into active duty with the military service and is honorably discharged or released.
- Employees on Long-Term Military Leave who wish to return to the District will be reassigned to a position of similar status and pay as the position which was held previously, provided the employee is still qualified to perform the required duties of the position.

#### **Other and Absences**

- Days granted for any other types of leave or absences shall result in the loss of the full daily rate of pay, unless otherwise provided.

## ***Employment Actions***

### ***Progressive Discipline***

All employees are expected to conform to reasonable standards of performance and conduct. If an employee is unable or unwilling to maintain these standards, progressive discipline is required. Progressive discipline is a series of disciplinary actions designed to correct unacceptable performance or conduct. The disciplinary action may begin at any point in the progressive discipline process due to the seriousness of the situation. Major employee problems are not intended to proceed through the progressive discipline.

An informal conference between an employee and supervisor concerning deviations from approved performance or conduct is called a verbal warning. Written documentation of the verbal warning must be signed by the employee and placed on file by the supervisor.

Further deviations from approved performance or conduct must be documented in written form. A copy of the written documentation is given to the employee. The employee may write comments on the written documentation prior to placement in the employee's file. The employee must sign all written notices of disciplinary action. The employee's signature does not necessarily indicate agreement with the written documentation.

### ***Transfers & Demotions***

Employees may be transferred or demoted as a result of uncorrected written deficiency notices or verbal warnings or offenses that justify immediate action.

### ***Suspensions***

Auxiliary employees may be suspended without pay as a result of offenses that justify immediate action.

### ***Termination***

An employee whose performance is unsuccessful, as determined by the supervisor, will be recommended for termination. This may result from unsatisfactory evaluations, verbal warnings, uncorrected written deficiency notices or offenses that may justify immediate dismissal.

Employees who do not report to work or call in to report an absence for three workdays are considered to have voluntarily resigned.

Employees, who leave the job site during working hours without gaining permission from their supervisor, are considered to have abandoned their jobs.

Employees may contest the recommended termination by submitting written notification to their principal/supervisor.

All auxiliary employees are AT WILL employees of the District. The District or the employee may terminate the employment relationship for good cause or no cause. Nothing in these regulations grants auxiliary employees a property interest in their position.

### ***Resignations***

Employees who wish to terminate their employment with the District shall advise their supervisor and submit their resignation in writing, using the Request for Termination, Leave of Absence, or Retirement form. The form shall be given to the supervisor with as much advance notice as possible.

### ***Retirement***

Employees anticipating retirement must follow certain procedures to obtain the maximum benefits to which he/she is entitled under the Teacher Retirement System of Texas. Employees should contact the Teacher Retirement System of Texas at 1000 Red River Street, Austin, Texas 78701-2698, 512-397-6400 or 1-888-877-0123 or [www.trs.state.tx.us](http://www.trs.state.tx.us) several months in advance of the date of retirement.

### ***Letters of Reasonable Assurance***

Letters of Assurance are given to certain classifications of "AT-WILL" employees for the purpose of reasonably assuring employment in a similar position for the next school year. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the District. This is not an employment contract. Employees who sign Letters of Assurance may not be eligible for unemployment compensation benefits drawn on school wages during any scheduled school breaks.

An employee who signs a Letter of Assurance to return to work for the next school year and does not return on the first work day of the new school year will be automatically changed to a call-in substitute with no benefits or will be terminated, unless appropriate medical documentation and FMLA request are provided to the supervisor at least 10 calendar days prior to the return to work date. Employees who are not given Letters of Assurance or do not return the signed Letter of Assurance must complete termination papers.

### ***Exit Questionnaire***

Each terminating employee may be asked to complete an Exit Questionnaire as part of the termination process. The Exit Questionnaire will be used for assessment purposes in our continuing effort to improve the Carrollton-Farmers Branch Independent School District. The Exit Questionnaire is included in the termination packet.

### ***Procedure for Final Paycheck***

All employees who terminate employment with the District must complete the Authorization for Distribution of Final Paycheck(s) form. All paycheck(s) from the effective date of termination considered as final paycheck(s) and will be handled according to the Authorization for Distribution of Final Paycheck(s) form.

**Note:** This in no way alters the time period necessary for the Payroll Department to prepare the checks.

## ***Employee Complaints, Conduct & Welfare***

### ***Complaints and Grievances***

Employees may bring a complaint or grievance to the Board after following the District's grievance procedure. In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly process that all employees must follow when presenting formal complaints and grievances. Employees may always discuss problems or complaints with their supervisor or other responsible administrator. The formal grievance process provides all employees an opportunity for recourse if they are dissatisfied with an administrative response and an opportunity to be heard up to the highest level of management.

### ***Personnel Management Relations: Employee Complaints***

#### ***Purpose***

The purpose of this policy (DGBA) is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

#### ***Notice to Employees***

The principal of each campus and other supervisory personnel shall ensure that all employees under their supervision are informed of this policy.

#### ***Definitions***

A complaint under this policy shall include grievances concerning an employee's wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or handicap or on the basis of the employee's exercise of constitutional rights. (See also DHC) A complaint must specify the individual harm alleged.

#### ***Consolidation***

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

#### ***"Whistleblower"***

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy not later than 15 days after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall begin at Level Two. If the complaint is not resolved at that level, the Superintendent shall ensure that the matter reaches the Board expeditiously. Time lines for the employee and the District set out in this policy may be shortened to ensure that the Board's final decision is made within 30 days of the initiation of the complaint.

### ***Presentations***

Employees shall be entitled to administrative review conferences and to an informal presentation of the complaint to the Board, unless the Board grants a hearing.

### ***Hearings***

If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the Superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent's resolution at Level Two, the employee may request to appear before the Board of Trustees at Level Three.

### ***Freedom from Retaliation***

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy.

### ***General Provisions***

Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them.

In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to district business days unless specifically noted.

The appropriate administrator at each level shall respond to the employee within seven days of a complaint conference. Written complaints shall receive a written response.

The employee has ten days after the date of the written response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit.

### ***Level One***

An employee who has a complaint shall meet with the principal or immediate supervisor within fifteen days of the time the employee first knew, or should have known, of the event or series of events causing the complaint. At or before this meeting, the employee shall submit the complaint in writing on a form provided by the District.

### ***Level Two***

If the outcome of the conference at Level One is not to the employee's satisfaction, the employee has ten days after the date of the written Level One Response to appeal to a central office administrator as designated by the Superintendent. The employee shall submit the complaint in writing on a form provided by the District.

### ***Level Three***

If the outcome at Level Two is not to the employee's satisfaction, the employee has ten days after the date of the written Level Two Response to request that the complaint be presented to the Board at the next regular meeting. The employee shall submit the request in writing on a form provided by the district. The central office administrator shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The Board shall designate a portion of its regular monthly meeting to hear employee complaints; however, it shall not deliberate, discuss, or decide with respect to any subject that is not included in the written notice (posted agenda) for the meeting, other than to propose to place the matter on the agenda for a subsequent meeting. No action by the Board upholds the administrative decision Level Two.

### ***Hearings***

Employees who are granted a hearing shall be afforded that hearing either with the Board in a meeting that includes the hearing as an item in the posted agenda or with the Board's designee. If the Board conducts the hearing, it shall decide and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

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

The Board shall then decide and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

### ***Closed Meeting***

If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint, it shall be heard by the Board in closed meeting, unless the employee bringing the complaint requests it to be heard in public.

If the complaint involves a complaint or charge against another employee that is incidental to the complaining employee's appointment, employment, evaluation, reassignment, duties, discipline, or dismissal, it shall be heard by the Board in closed meeting, unless the employee bringing the complaint requests it to be heard in public.

If the complaint involves a complaint or charge against another employee and the other employee is the subject of the complaint, it shall be heard by the Board in closed meeting, unless the employee complained about requests it to be heard in public.

### ***Drug Testing***

According to District Policy DHE (Local), The District reserves the right to conduct searches when the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Furthermore, according to District Policy DHE (Legal), The District may conduct drug tests, without a warrant and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's privacy expectation.

### ***Drug Abuse Prevention***

C-FBISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. The District has adopted a drug-free awareness program to inform employees about the dangers of drug use and abuse in the workplace. Employees who use or are under the influence of alcohol or illegal drugs, as defined by the Texas Controlled Substances Act, during working hours may be dismissed.

### ***Drug-Free Schools and Drug-Free Workplace***

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 abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

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.

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 arrest the employee incurs no later than three days after such arrest.

Within 30 calendar days of the Superintendents receiving notice from any source of a conviction for any drug 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 referral for prosecution 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.

This notice complies with notice requirements imposed by the Federal Drug-Free Workplace Act [20 U. S. C. 3471, 1221-3(a) (1) and 34 CFR 85.6301, notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments Of 1989 [20 U. S. C. 3224a And 34 CFR 86.2011, And Notice Requirements Imposed By The Texas Workers' Compensation Commission Rules At 28 TAC 169.2]

### ***Equal Employment Opportunity***

Employees with questions or concerns relating to discrimination on the basis of race, religion, sex, national origin, age, or disability, may contact Mary Hopkins, Executive Director of Personnel at 972-968-6162.

### ***Prohibited Harassment***

The District prohibits all types of harassment based on a person's race, gender, national origin, disability or age. Employees shall not engage in any type of harassment of other employees or students. A substantiated charge of harassment will result in disciplinary action. Harassment includes both sexual harassment and other prohibited harassment.

Sexual harassment is 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. Sexual harassment may include, but not limited to, 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.

For any action to be considered sexual harassment, it must be unwelcome. The employee must let the person know that the comments or actions are unwelcome.

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

Prohibited harassment is harassment on the basis of race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct interferes with the employees work performance, work environment or employment opportunities.

Prohibited harassment may include, but not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, 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 negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

District officials or their agents shall investigate all allegations of harassment and shall take prompt and appropriate action against employees found to have engaged in conduct constituting harassment.

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Any District employee or other person who knows or believes that a District employee or student has experienced harassment should immediately report the alleged acts to District officials.

Employee who believes that they have been subjected to harassment should bring the matter to the attention of their supervisor or the Personnel Office.

### ***Suggested Information for Employees***

- Immediately inform your supervisor if you are having a problem with a student/employee or think he or she might be misinterpreting your actions.
- Avoid all unnecessary physical contact with students/employees.
- Avoid being alone with individual students/employees, especially behind closed doors.
- Do not socialize with students/employees.
- Avoid engaging in flirtatious or suggestive conduct.
- Do not joke in a sexual manner.
- Do not write personal notes to students/employees.
- Do not give gifts or money to individual students/employees.
- Stop whatever you are doing if you sense discomfort from a student/employee.
- Dress appropriately for the school environment.
- Conduct yourself in a business-like manner.
- Inform the alleged harasser that the conduct is unwelcome.

***All district employees are required to attend an orientation on awareness of prohibited harassment each year.***

***Work Performance and Conduct***

It is the expectation of the District that employees will conduct themselves in a manner that is courteous to one another and the public.

All employees are expected to perform their work in a business-like manner and to maintain a pleasant, safe and drug-free working environment.

All verbal and physical actions, and conduct with students, other employees and the public must be on a professional level.

Employees shall comply with the standards of conduct set out in District policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees.

Employees shall comply with appropriate administrative procedures.

Violation of any policies, regulations, and guidelines may result in disciplinary actions, including termination of employment.

Employees shall be courteous to one another and the public, working together in cooperative spirit to serve the best interests of the District.

Employees wishing to express criticism or concerns shall do so through appropriate administrative procedures.

Employees are expected to respond to directives and instructions from supervisors in a positive manner.

Threats, abusive language, and shouting will not be tolerated and will result in disciplinary action up to and including termination.

All employees shall be treated fairly and respectfully by all supervisory personnel.

***Personnel-Student Relations***

All District personnel shall recognize and respect the rights of students, as established by local, state, and federal law.

District employees shall not engage in sexual harassment of students. Sexual harassment includes such activities as engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature and threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit. In considering allegations that an employee has sexually harassed a student there is a presumption that the conduct was unwelcome.

### ***Unlawful Conduct***

The District does not violate the law and does not tolerate those who do. If any employee believes that anyone in or associated with the District has requested or directed him or her to do anything that violates the law, or has prohibited the employee from doing anything that the law requires him or her to do, the employee must report this immediately to the principal or departmental supervisor.

### ***Use of Property/Resources/Theft***

Employees are expected to exercise due care in the use of District property and to utilize such property only for authorized purposes. Employees shall not make improper use of District property nor permit others to do so. Improper use includes unauthorized purchasing, possession or personal use of District tools, equipment, technology, software, computer, communication, copy equipment or any supplies.

District property issued to an employee must be returned to the District upon termination of employment or when requested by the supervisor. The value of any property issued and not returned may be deducted from an employee's paycheck.

Employees shall not participate in the unauthorized removal or willful destruction of District property, property of students, employees, or the public.

All items of value that are found on District property must be turned in to the campus/department supervisor and shall not be thrown in the trash. Employees shall not remove any items from the trash or dumpsters for personal use.

Employees shall not remove any items from district property for personal use or resale.

Employees shall not take any unused or extra materials left by contractors for personal use.

Employees shall not use District tools or equipment for personal use.

Negligence in the care and use of District property may be considered cause for disciplinary action, up to and including termination of employment.

### ***Pest Management***

Carrollton-Farmers Branch ISD under the guidelines of the Structural Pest Control Board of the State of Texas keeps and maintains an Integrated Pest Management (IPM) program. These guidelines as dictated by the state are very direct as to the procedure used to control pests and weeds on District property. Please keep in mind that the use of household pesticides is strictly forbidden under the SPCB regulations. The District, the IPM Coordinator and/or the staff members are subject to fines under these provisions. Licensed applicators with appropriate notice are the only employees recognized to treat for pests on a school campus. Please do not put yourself or your colleagues at risk by attempting to treat areas yourself. Report any sign of pest infestation to the Maintenance Department and they will work with the campus as to a suitable solution.

## ***Blood borne Pathogen Exposure Control Plan***

Carrollton-Farmers Branch ISD, in order to promote safe work practices, has developed a “Blood borne Pathogen Exposure Control Plan” to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immune Deficiency Virus (HIV) and other blood borne pathogens. Not every educator is occupationally exposed to blood borne pathogens while performing his or her job. However, it is important for everyone in the educational setting to be aware of the dangers of infection and the safe procedures to minimize risk. There are many diseases carried by blood and body fluids. The most common are the Hepatitis B Virus (HBV), Hepatitis C (HBC) and the Human Immunodeficiency Virus (HIV). The ways these different diseases are transmitted in the workplace are similar. HBV, HIV and other pathogens may be present in body fluids containing visible blood, semen and vaginal secretions, and torn or loose skin. The pathogens cause infection by entering your body through open cuts, nicks, skin abrasions, dermatitis (skin rash), acne, or mucous membranes of your mouth, eyes or nose. These diseases can also be transmitted by direct or indirect contact. Indirect contact happens when you touch an object or surface contaminated with blood or other infectious materials and transfers the infections to your mouth, eyes, nose, or open skin. Contaminated surfaces are a major source of the spread of hepatitis. HBV can survive on environmental surfaces dried and at room temperatures for at least one week.

Most approaches to infection control are based on “Universal Precautions”. It requires that you consider every person as if they are infected, treat all blood and body fluids as if they are infected, even if you know the victim. The risk of getting a disease while giving first aid is extremely low, and taking basic precautions can reduce the risk even further.

- Avoid contact with blood and body fluids.
- Use protective equipment, such as disposable gloves and breathing barriers.
- Wash hands immediately after giving care using soap and water.
- Where hand washing facilities are not available, such as a school bus, antiseptic hand cleansers or antiseptic towelettes can be used as a temporary measure only. You must still wash your hands with soap and running water as soon as possible.
- Eating, drinking, applying cosmetics and handling contact lens should not be done in work areas where there is potential for exposure to blood borne pathogens.
- Contaminated work surfaces shall be decontaminated with an Environmental Protection Agency (EPA) registered germicide to maintain an antiseptic clean environment (contact your building custodian).
- Disposal of all sharps and medical waste shall be in accordance with applicable regulations and local ordinances.
- Never pick up broken glass with bare hands.

Good housekeeping protects you and the students. It should be everyone’s responsibility. Protecting yourself from blood borne diseases on the job requires knowing the facts and taking sensible precautions. By following the guidelines of the Carrollton-Farmers Branch Exposure Control Plan you can confidently protect yourself from blood borne infection and safely give our children their most valuable asset, an education.

Copies of the Blood borne Pathogen Exposure Control Plan are kept in all school clinics and with your supervisor.

**CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT**  
***NOTICE OF PRIVACY PRACTICES***

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

**Effective Date of Notice: April 10, 2003**

The Carrollton-Farmers Branch Independent School District Health Benefit Plan (the "Plan") is required by law to take reasonable steps to ensure the privacy of your Protected Health Information ("PHI"), as defined below, and to inform you about:

1. the Plan's uses and disclosures of PHI;
2. your privacy rights with respect to your PHI;
3. the Plan's duties with respect to your PHI;
4. your right to file a complaint with the Plan and with the Secretary of HHS; and
5. the person or office to contact for further information about the Plan's privacy practices.

The term "**Protected Health Information**" (PHI) includes all individually identifiable health information transmitted or maintained by the Plan, regardless of form (oral, written or electronic).

**Section 1. Notice of PHI Uses and Disclosures**

**1.1 Required PHI Disclosures**

Upon your request, the Plan is required to give you access to certain PHI to inspect and copy it and to provide you with an accounting of disclosures of PHI made by the Plan. The Plan must disclose your PHI when required by the Secretary of Health and Human Services to investigate or determine the Plan's compliance with the Privacy Standards.

**1.2 Permitted uses and disclosures to carry out treatment, payment and health care operations**

The Plan, its business associates, and their agents/subcontractors, if any, will use or disclose PHI without your consent, authorization or opportunity to agree or object, to carry out treatment, payment and health care operations. The Plan will disclose PHI to a business associate only if the Plan receives satisfactory assurance that the business associate will appropriately safeguard the information. The Plan will disclose PHI to Carrollton-Farmers Branch ISD ("Plan Sponsor") for purposes related to treatment, payment and health care operations. The Plan Sponsor has amended its plan documents to protect your PHI as required by federal law. The Plan Sponsor will obtain an authorization from you if it intends to use or disclose your PHI for purposes unrelated to treatment, payment and health care operations.

**Treatment** is the provision, coordination or management of health care and related services by one or more health care providers. It also includes, but is not limited to, consultations and referrals between one or more of your providers. For example, the Plan may disclose to a treating orthodontist the name of your treating dentist so that the orthodontist may ask for your dental X-rays from the treating dentist.

**Payment** includes, but is not limited to, actions to make eligibility or coverage determinations and payments (including billing, claims management, subrogation, plan reimbursement, collection activities, reviews for medical necessity and appropriateness of care, utilization review and pre-authorizations.

For example, the Plan may tell a doctor whether you are eligible for coverage or what percentage of the bill might be paid by the Plan.

**Health care operations** means conducting quality assessment and improvement activities, population-based activities relating to improving health or reducing health care costs, contacting health care providers and patients with information about treatment alternatives, reviewing the competence or qualifications of health care professionals, evaluating health plan performance, underwriting, premium rating and other insurance activities relating to creating, renewing or replacing health insurance contracts or health benefits. It also includes disease management, case management, conducting or arranging for medical review, legal services and auditing functions including fraud and abuse detection and compliance programs, business planning and development, business management and general administrative activities. For example, the Plan may use information about your claims to refer you to a disease management program, project future benefit costs or audit the accuracy of its claims processing functions.

### **1.3. Uses and disclosures that require your written authorization**

Your written authorization generally will be obtained before the Plan will use or disclose psychotherapy notes about you from your psychotherapist. Psychotherapy notes are separately filed notes about your conversations with your mental health professional during a counseling session. They do not include summary information about your mental health treatment. The Plan may use and disclose such notes without authorization when needed by the Plan to defend against litigation filed by you.

### **1.4. Uses and disclosures that require that you be given an opportunity to agree or disagree prior to the disclosure**

The Plan may disclose PHI to a family member, other relative, close personal friend of yours or any other person identified by you, if:

- You have either agreed to the disclosure or have been given an opportunity to object and have not objected; and
- The information is directly relevant to the family or friend's involvement with your care or payment for that care.

However, if you are not present, or the opportunity to agree or object to the disclosure cannot practicably be provided because of your incapacity or an emergency circumstance, the Plan may, in the exercise of professional judgment, determine whether the disclosure is in your best interests, and, if so, disclose only PHI that is directly relevant to the person's involvement with your health care.

### **1.5. Uses and disclosures for which authorization or opportunity to agree or object is not required**

Use and disclosure of your PHI is allowed without your authorization or opportunity to agree or object under the following circumstances:

- (a) When required by law.
- (b) When permitted for purposes of public health activities, including when necessary to report product defects, to permit product recalls and to conduct post-marketing surveillance. PHI also may be disclosed if you have been exposed to a communicable disease or are at risk of spreading a disease or condition, if authorized by law.
- (c) When authorized by law to report information about abuse, neglect or domestic violence to public authorities if there exists a reasonable belief that you may be a victim of abuse, neglect or domestic violence. In such case, the Plan will promptly inform you that such a disclosure has been or will be made unless that notice would cause a risk of serious harm. For the purposes of reporting child abuse or neglect, it is not necessary to inform the minor that such a disclosure has been or will be made.

Disclosure generally may be made to the minor's parents or other representatives although there may be circumstances under federal or state law when the parents or other representatives may not be given access to the minor's PHI.

- (d) The Plan may disclose your PHI to a public health oversight agency for oversight activities authorized by law. This includes civil, administrative or criminal investigations; inspections; licensure or disciplinary actions (for example, to investigate complaints against providers); and other activities necessary for appropriate oversight of government benefit programs (for example to investigate Medicare or Medicaid fraud).
- (e) The Plan may disclose your PHI when required for judicial or administrative proceedings. For example, your PHI may be disclosed in response to a subpoena or discovery request provided certain conditions are met. One of these conditions is that satisfactory assurances must be given to the Plan that the requesting party has made a good faith attempt to provide written notice to you, and the notice provided sufficient information about the proceeding to permit you to raise an object and no objections were raised or were resolved in favor of disclosure by the court or tribunal.
- (f) The Plan may disclose your PHI to a law enforcement official when required for law enforcement purposes. The Plan may disclose PHI as required by law, including laws that require the reporting of certain types of wounds. Also, the Plan may disclose PHI in compliance with (i) a court order, court-ordered warrant, or a subpoena or summons issued by a judicial officer, (ii) a grand jury subpoena, or (iii) an administrative request, including an administrative subpoena or summons, a civil or authorized investigative demand, provided certain conditions are satisfied. PHI may be disclosed for law enforcement purposes, including for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. Under certain circumstances, the Plan may disclose your PHI in response to a law enforcement official's request if you are, or are suspected to be, a victim of a crime. Further, the Plan may disclose your PHI if it believes in good faith that the PHI constitutes evidence of criminal conduct that occurred on the Plan's premises.
- (g) The Plan may disclose PHI to a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law. Also, disclosure is permitted to funeral directors, consistent with applicable law, as necessary to carry out their duties with respect to the decedent.
- (h) The Plan may use or disclose PHI for research, subject to certain conditions.
- (i) When consistent with applicable law and standards of ethical conduct, the Plan may use or disclose PHI if the Plan, in good faith, believes the use or disclosure: (i) is necessary to prevent or lessen a serious and imminent threat to health or safety of a person or the public and is to person(s) able to prevent or lessen the threat, including the target of the threat, or (ii) is needed for law enforcement authorities to identify or apprehend an individual, provided certain requirements are met.
- (j) When authorized by and to the extent necessary to comply with workers' compensation or other similar programs established by law.

Except as otherwise indicated in this Notice, uses and disclosures will be made only with your written authorization, subject to your right to revoke such authorization. You may revoke an authorization at any time, provided your revocation is done in writing, except to the extent that the Plan has taken action in reliance upon the authorization.

## **Section 2: Rights of Individuals**

### **2.1. Right to Request Restrictions on PHI Uses and Disclosures**

You may request the Plan to restrict uses and disclosures of your PHI to carry out treatment, payment or health care operations, or to restrict disclosures to family members, relatives, friends or other persons identified by you who are involved in your care or payment for your care. However, the Plan is not required to agree to your requested restriction.

If the Plan agrees to a requested restriction, the Plan may not use or disclose PHI in violation of such restriction, except if you requested a restriction and later are in need of emergency treatment and the restricted PHI is needed to provide the emergency treatment. The Plan will accommodate reasonable requests to receive communications of PHI by alternative means or at alternative locations.

A restriction agreed to by the Plan is not effective to prevent uses or disclosures when required by the Secretary of Health and Human Services to investigate or determine the Plan's compliance with the Privacy Standards or uses or disclosures that are otherwise required by law.

The Plan may terminate its agreement to a restriction, if:

- You agree to or request the termination in writing.
- The Plan informs you that it is terminating its agreement to a restriction, except that such termination is only effective with respect to PHI created or received after the Plan has informed you of the termination.

If the Plan agrees to a restriction, it will document the restriction by maintaining a written or electronic record of the restriction. The record of the restriction will be retained for six years from the date of its creation or the date when it last was in effect, whichever is later.

You or your personal representative will be required to request restrictions on uses and disclosures of your PHI in writing. Such requests should be addressed to the following individual: Privacy Officer, Carrollton-Farmers Branch ISD, 1445 N. Perry Road, Carrollton, TX 75006.

## **2.2. Right to Inspect and Copy PHI**

You have a right to inspect and obtain a copy of your PHI contained in a "designated record set," for as long as the Plan maintains PHI in the designated record set.

"Designated Record Set" includes the medical and billing records about individuals maintained by or for a covered health care provider; enrollment, payment, billing, claims adjudication and case or medical management record systems maintained by or for a health plan; or other information used in whole or in part by or for the covered entity to make decisions about individuals. Information used for quality control or peer review analyses and not used to make decisions about individuals is not in the designated record set.

The requested information will be provided within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30 day extension is allowed if the Plan is unable to comply with the deadline.

The Plan must take action as follows: if the Plan grants the request, in whole or in part, the Plan must inform you of the acceptance and provide the access requested. However, if the Plan denies the request, in whole or in part, the Plan must provide you with a written denial.

If the Plan provides access to PHI, it will provide the access requested, including inspection or obtaining a copy, or both, of your PHI in a designated record set. The Plan will provide you with access to the PHI in the form or format requested if it is readily producible in such form or format; or, if it is not, in a readable hard copy form or such other form or format as agreed to between you and the Plan. The Plan may provide you with a summary of the PHI requested, in lieu of providing access to the PHI or may provide an explanation of the PHI to which access has been provided in certain circumstances. The Plan will arrange with you for a convenient time and place to inspect or obtain a copy of the PHI, or mail a copy of the PHI at your request. If you request a copy of PHI or agree to a summary or explanation of PHI, the Plan may impose a reasonable, cost-based fee.

If the Plan denies access to PHI in whole or in part, the Plan will, to the extent possible, give you access to any other PHI requested, after excluding PHI as to which the Plan has grounds to deny access. If access is denied, you or your personal representative will be provided with a written denial setting forth

the basis for the denial, if applicable, a statement of your review rights, including a description of how you may exercise those review rights and a description of how you may complain to the Plan or to the Secretary of the HHS. If you request review of a decision to deny access, the Plan will refer the request to a designated licensed health care professional for review. The reviewing official will determine, within a reasonable period of time, whether to deny the access requested. The Plan will promptly provide you with written notice of that determination.

If the Plan does not maintain the PHI that is the subject of your request for access, and the Plan knows where the requested information is maintained, the Plan will inform you where to direct the request for access.

You or your personal representative will be required to request access to your PHI in writing. Such requests should be addressed to the following individual: Privacy Officer, Carrollton-Farmers Branch ISD, 1445 N. Perry Road, Carrollton, TX 75006.

### **2.3. Right to Amend PHI**

You have the right to request the Plan to amend your PHI or a record about you in a designated record set for as long as the PHI is maintained in the designated record set.

The Plan has 60 days after the request is made to act on the request. A single 30-day extension is allowed if the Plan is unable to comply within that deadline provided that the Plan, within the original 60-day time period, gives you a written statement of the reasons for the delay and the date by which it will complete its action on the request.

- If the request to amend PHI is denied in whole or part, the Plan must provide you with a written denial that explains the basis for the denial. You or your personal representative may then submit a written statement disagreeing with the denial and have that statement included with any future disclosures of your PHI.
- If the request is accepted, the Plan will timely inform you that the amendment is accepted and obtain your identification of and agreement to have the Plan notify the relevant persons with which the amendment needs to be shared as provided in the Privacy Standards.
- You or your personal representative will be required to request amendment to your PHI in a designated record set in writing and provide a reason to support a requested amendment. Such requests should be addressed to the following individual: Privacy Officer, Carrollton-Farmers Branch ISD, 1445 North Perry Road, Carrollton, TX 75006.

### **2.4. Right to Receive an Accounting of PHI Disclosures**

At your request, the Plan will provide you with an accounting of disclosures by the Plan of your PHI during the six years prior to the date on which the accounting is requested. However, such accounting need not include PHI disclosures made: (a) to carry out treatment, payment or health care operations; (b) to individuals about their own PHI; (c) incident to use or disclosure otherwise permitted or required by the Privacy Standards; (d) based on your authorization; (e) to certain persons involved in your care or payment for your care; (f) to notify certain persons of your location, general condition or death; (g) as part of a "Limited Data Set" (as defined in the Privacy Standards), which largely relates to research purposes; or (h) prior to the compliance date of April 14, 2003.

If the accounting cannot be provided within 60 days after receipt of the request, an additional 30 days is allowed if the individual is given a written statement of the reasons for the delay and the date by which the accounting will be provided.

If you request more than one accounting within a 12-month period, the Plan will charge a reasonable, cost-based fee for each subsequent accounting unless you withdraw or modify the request for a subsequent accounting to avoid or reduce the fee.

You or your personal representative will be required to request an accounting of your PHI disclosures in writing. Such requests should be addressed to the following individual: Privacy Officer, Carrollton-

Farmers Branch ISD, 1445 N. Perry Road, Carrollton, TX 75006.

### **2.5. The Right to Receive a Paper Copy of This Notice Upon Request**

You have a right to obtain a paper copy of this Notice upon request. To request a paper copy of this Notice, contact the following individual: Privacy Officer, Carrollton-Farmers Branch ISD, 1445 N. Perry Road, Carrollton, TX 75006.

### **2.6. A Note About Personal Representatives**

You may exercise your rights through a personal representative. Your personal representative will be required to produce evidence of his/her authority to act on your behalf before that person will be given access to your PHI or allowed to take any action for you. Proof of such authority may include, but is not limited to, the following:

- 1) a power of attorney for health care purposes, notarized by a notary public;
- 2) a court order of appointment of the person as the conservator or guardian of the individual; or
- 3) an individual who is the parent of a minor child.

The Plan retains discretion to deny access to your PHI to a personal representative to provide protection to those vulnerable people who depend on others to exercise their rights under these rules and who may be subject to abuse or neglect. This also applies to personal representatives of minors.

## **Section 3: The Plan's Duties**

### **3.1 Notice**

The Plan is required by law to maintain the privacy of PHI and to provide individuals (participants and beneficiaries) with notice of its legal duties and privacy practices with respect to PHI.

This Notice is effective beginning on April 14, 2003 and the Plan is required to comply with the terms of this Notice. However, the Plan reserves the right to change the terms of this Notice and to make the new revised notice provisions effective for all PHI that it maintains, including any PHI created, received or maintained by the Plan prior to the date of the revised notice. If a privacy practice is changed, a revised version of this Notice will be provided to all individuals then covered by the Plan. If agreed upon between the Plan and you, the Plan will provide you with a revised Notice electronically. Otherwise, the Plan will mail a paper copy of the revised Notice to your home address. In addition, the revised Notice will be maintained on any web site maintained by the Plan to provide information about its benefits.

Any revised version of this Notice will be distributed within 60 days of any material change to the uses or disclosures, the individual's rights, the duties of the Plan or other privacy practices stated in this Notice. Except when required by law, a material change to any term of this Notice may not be implemented prior to the effective date of the revised notice in which such material change is reflected.

### **3.2 Minimum Necessary Standard**

When using or disclosing PHI or when requesting PHI from another covered entity, the Plan will make reasonable efforts not to use, disclose or request more than the minimum amount of PHI necessary to accomplish the intended purpose of the use, disclosure or request, taking into consideration practical and technological limitations.

However, the minimum necessary standard will not apply in the following situations:

- (a) disclosures to or requests by a health care provider for treatment;
  - (b) uses or disclosures made to the individual;
  - (c) disclosures made to the Secretary of HHS.
  - (d) uses or disclosures that are required by law;
  - (e) uses or disclosures that are required for the Plan's compliance with the Privacy Standards;
- and

- (f) uses or disclosures made pursuant to authorization.

This Notice does not apply to information that has been de-identified. De-identified information is health information that does not identify an individual and with respect to which there is no reasonable basis to believe that the information can be used to identify an individual. It is not individually identifiable health information.

In addition, the Plan may use or disclose "summary health information" to the Plan Sponsor for obtaining premium bids or modifying, amending or terminating the group health plan. Summary health information summarizes the claims history, claims expenses or type of claims experienced by individuals for whom a plan sponsor has provided health benefits under a group health plan, and from which identifying information has been deleted in accordance with the Privacy Standards.

**Section 4: Your Right to File a Complaint with the Plan or the HHS Secretary**

If you believe that your privacy rights have been violated, you may complain to the Plan. Any complaint must be in writing and addressed to the following individual: Privacy Officer, Carrollton-Farmers Branch ISD, 1445 N. Perry Road, Carrollton, TX 75006.

You also may file a complaint with the Secretary of the U.S. Department of Health and Human Services in its Office of Civil Rights ("OCR"). Complaints to the Secretary must: (1) be filed in writing, either on paper or electronically; (2) name the entity (i.e., the Plan) that is the subject of the complaint and describe the acts or omissions believed to be in violation of the applicable requirements of the Privacy Standards; and (3) be filed within 180 days of when you knew or should have known that the act or omission complained of occurred, unless OCR waives this time limit for good cause shown. You may file a written complaint with OCR by mail, fax or e-mail at the address listed below. Further, you may, but are not required to, use OCR's Health Information Privacy Complaint Form. To obtain a copy of this form, or for more information about the Privacy Standards or how to file a complaint with OCR, contact any OCR office or go to [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa).

Complaints may be filed via e-mail at the following e-mail address: [OCRComplaint@hhs.gov](mailto:OCRComplaint@hhs.gov).

Alternatively, written complaints also may be filed at the following address:

Region VI, Office for Civil Rights, U. S. Department of Health and Human Services  
1301 Young Street, Suite 1169  
Dallas, TX 75202  
Voice Phone (214) 767-4056, Fax (214) 767-0432  
TDD (214) 767-8940

The Plan will not retaliate against you for filing a complaint.

**Section 5: Whom to Contact at the Plan for More Information**

If you have any questions regarding this Notice or the subjects addressed in it, you may contact the following individual: Privacy Officer, Carrollton-Farmers Branch ISD, 1445 N. Perry Road, Carrollton, TX 75006.

**Conclusion**

PHI use and disclosure by the Plan is regulated by a federal law known as HIPAA (Health Insurance Portability and Accountability Act). You may find the rules at 45 Code of Federal Regulations Parts 160 and 164. This Notice attempts to summarize the Privacy Standards regulations. The regulations will supersede any discrepancy between the information in this Notice and the regulations.

## Safety Program

The District has a high priority for the safety and health of its students, teacher, staff, and visitors. The C-FBISD strives to eliminate all accidents and health hazards by the establishment of a safety program that is adapted to fundamental safety concepts, attitudes, and performance.

The District is committed to the prevention of accidents by providing the incentive and full support of all safety procedures, training and hazard elimination practices. The Safety Specialist will keep fully informed on all health and safety items throughout the District in order to constantly review the effectiveness of the current safety and health programs.

Supervisory personnel are:

- directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safety methods to be utilized in performing work duties
- to conduct a thorough investigation as appropriate as to the cause(s) of an accident or safety violation
- to take immediate corrective measures to eliminate hazardous conditions and/or practices for the prevention of all accidents, whether bodily injury or property damage

The supervisor must, at all times, enforce the established safety program. Supervisors will not permit safety to be sacrificed for any reason, regardless of time limitations or unexpected problems.

The District expects each employee, regardless of his/her position within the District, to cooperate in every respect with the District's safety program. Employees are required to:

- immediately report all injuries and accidents to their supervisors and to obtain medical aid without delay if necessary
- fully cooperate in the investigation of an accident or safety violation
- follow correct procedures for participating in a workers' compensation claim
- wear personal protective equipment, where required, at all times
- attend safety training programs as provided and necessary
- use the "buddy system" when lifting heavy objects - **DO NOT LIFT ALONE**
- immediately report all hazardous conditions and other safety concerns to supervisor and the Safety/Property Specialist at 972-968-6125.

Each employee has the responsibility for his/her/own safety, as well as for the safety of his/her fellow employees, students, and visitors. It is only by each employee becoming familiar with the hazards of his/her job and doing what is necessary to insure their safety, which C-FBISD can achieve the safe working conditions deserved by all employees, students, and visitors.

Safety manuals are provided to all auxiliary and paraprofessional employees.

All employees are required to view the video fire safety--are you up to code?

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