



Carrollton · Farmers Branch

Independent School District

••• An Innovative Leader in Learning •••

2009 - 2010

Paraprofessional

Handbook

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SIGNATURE PAGE

This Signature Page is to be completed by the employee and given to the Principal/Supervisor who is responsible for keeping it on file. The Principal/Supervisor should give the employee a copy of the Signature Page for the employee's records also.

Questions concerning information presented in the handbook should be submitted to the Principal/Supervisor.

I, _____, hereby acknowledge that I understand how to access the Carrollton-Farmers Branch Independent School District Paraprofessional Employee Handbook located on the www.cfbportal.org in the Auxiliary Forms folder labeled 2009-2010 Paraprofessional Handbook. I also understand how to access all of the Board policies located on the District portal at www.cfbportal.org by clicking on Policy Online. Employment policies are listed in Chapter X under Campus Procedures. I verify that I can print a copy of this handbook and of the C-FB Board policies if I desire a hard copy. By my signature on this form, I also understand that it constitutes acceptance and understanding of the terms listed in the Acceptable Use Policy, which governs the use of the communications network.

I understand it is my responsibility to familiarize myself with the contents of this handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this handbook. As the district provides updated policy or procedure information, I accept responsibility for reading and abiding by the changes. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform Personnel of any changes in personal information, such as phone number, address, etc. through the "Change of Address/Phone Information" form located on the C-FB portal. I also accept responsibility for contacting my principal/supervisor if I have any questions, concerns, or need further explanation of information presented in this handbook.

Signature: _____ Date: _____

To access the handbook: Log on to the CFBPortal and go to Auxiliary Personnel forms. Double click on the File folder and the handbook will be available to you. Throughout the year Personnel will update the handbook as necessary.

To access Board policies: Log on to the district portal at www.cfbportal.org. Click on Policy OnLine and the District Board policies will be available to you. Throughout the year the Personnel Office will work with TASB to update the Board policies as necessary.

Printed Employee Name _____

Employee Signature _____

Social Security Number _____

AUTHORIZED USER POLICY

CARROLLTON-FARMERS BRANCH I.S.D.

The Carrollton-Farmers Branch School District annually provides for signed statements by each staff member. Included in the Staff Handbook is the District's Computer Network Acceptable Use Policy, as adopted by the Board. It is important that staff members review this policy and sign the Handbook Signature Page form and return it to the building principal/supervisor who will keep it on file; this form also constitutes acceptance terms in the Acceptable Use Policy.

STAFF RESPONSIBILITIES FOR USE OF COMMUNICATIONS NETWORK

- I. General -- Communications Network (data, video, telephone) access provides potential opportunities for education benefit. Carrollton-Farmers Branch I.S.D. has no reasonable means to control the content of communications or information disseminated on the Internet or other on-line services. Moreover, Carrollton-Farmers Branch I.S.D. lacks the ability to monitor the dissemination of communications by students or staff. In an effort to filter out inappropriate sites, Carrollton-Farmers Branch I.S.D. has purchased and implemented an Internet filtering product. Although no product is 100% foolproof, this program is a proven Internet filtering product that is updated daily.
- II. The principal of each school that affords staff Communications Network access shall cause accurate records to be maintained that include a consent form signed by each staff member who wishes communications network access. It is the responsibility of the principal or other building administrator to review and reinforce this policy with staff.
- III. Termination of Access -- The Chief Technology Officer and the Personnel Office shall cause the termination of individual access if a staff member leaves the district or violates the consent described in Section IV.
- IV. Because pornography, defamatory or inaccurate information, or information that is offensive may be accessed through the Internet or other on-line services, and because unlawful or inappropriate communications may serve as a basis for criminal and/or civil liability, it is necessary that adults use good judgment in the use of communications access.
- V. NETWORK ACCESS CONSENT
Carrollton-Farmers Branch I.S.D. believes that the benefits to educators and students from access to the Internet and other on-line services, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Teachers need to model and effectively use of

communications tools as part of the teaching and learning process, in their instructional planning, and in their collegial networking. The district realizes that all forms of communication resources are important to the business of education and can be helpful in maintaining a balance between work and home life.

Carrollton-Farmers Branch I.S.D. cannot control the information on the Internet. Sites accessible via the Internet may provide information that contains pornography, is illegal, defamatory, inaccurate or potentially offensive to some. While the district's intent is to make Internet and other communications resources available to further its educational goals and objectives, staff should be aware that they will have the ability to access unacceptable materials if they disregard the district's access limitations stated below. Carrollton-Farmers Branch I.S.D. utilizes an Internet filter as an attempt toward this end. However, the district cannot guarantee that this Internet filtering system is 100% foolproof.

Staff must understand that access to the school district network has been developed to support the district's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, Carrollton-Farmers Branch I.S.D. makes no warranties with respect to network service, and the district specifically assumes no responsibilities for:

1. The content of any advice or information received by a staff member from a source outside the district, or any costs or charges incurred as a result of seeing or accepting such advice;
2. Any costs, liability or damages caused by the way the staff member chooses to use his/her network access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District;
4. The privacy of electronic mail or an individual's search history, which cannot be guaranteed.

By signing this Consent Form, each staff member agrees to the following rights and responsibilities:

1. I will follow and remain current on C-FB ISD Web Presence Guidelines (district procedure on developing and maintaining a website and its links), realizing that as a user of district communications resources I am held to the same standards whether the information being accessed is school-related or personal.
2. I will store only work-related files on district servers (shared network drives).
3. I will install on my computer (or cause to be installed) only job-related application software and realize that only district-approved software will be supported.
4. I will not retrieve or send unethical, illegal, immoral, inappropriate, or unacceptable information of any type.
5. I will follow the rules of network etiquette, which include the use of appropriate language and polite responses.
6. I will not use abusive language of any type, including swearing and name-calling.
7. I will not use district Computer Network access for my financial gain, which includes using a district computer for purposes of gambling.

8. I understand that information received on-line is not private property and is subject to the scrutiny of the network administrators.
9. I will not plagiarize information received in any form. I understand that I must model ethical and legal use of intellectual property for students and other staff.
10. I will not use another person's account or share my password with anyone else.
11. I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate cancellation of my privileges.
12. I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network.
13. I will not use district Computer Network access provided by Carrollton-Farmers Branch ISD for illegal purposes of any kind.
14. I will not send blanket mailing or chain letters to district staff over the district's network.
15. I will supervise student use of district technology and equipment, including my own computer.
16. I have also read and understand the student AUP and that while student recreational games and instant messaging are prohibited; gaming authorized by teachers for educational goals is permissible.
17. I will not knowingly allow students access to the Internet whose parents have denied Internet access.
18. I will not use district Computer Network access to transmit threatening, obscene, or harassing materials.
19. In any district linked web presence I will clarify that the views I express are mine and do not necessarily reflect those of C-FBISD.
20. I understand that if I have cause to believe that a colleague is misusing communications resources, I should report that concern to my immediate supervisor.
21. By signing this waiver and consent, I understand and agree that Carrollton-Farmers Branch I.S.D. will not be held responsible if I participate in such activities. I further understand that I may be subject to corrective action should I violate the terms of this Acceptable User Policy.



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CARROLLTON-FARMERS BRANCH I.S.D.

TELECOMMUNICATIONS CONSENT FORM SIGNATURE PAGE

This page is to be completed by the employee and given to the principal/supervisor who will keep it on file. If the employee transfers to another district campus or resigns from Carrollton-Farmers Branch Independent School District, the employee will complete another telecommunications consent signature page.

As a user of the Carrollton-Farmers Branch I.S.D. telecommunications network, I hereby agree to comply with the stated rules as itemized in the Carrollton-Farmers Branch I.S.D. Staff A.U.P.

NAME: _____

JOB TITLE: _____

HOME CAMPUS: _____

SOCIAL SECURITY NUMBER: _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

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

First Semester	Aug. 24– Jan. 15	Second Semester	Jan. 20 – June 3
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

Georgeanne Warnock
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

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

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

Becky Taylor, 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

Charlotte Sasser, Principal
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

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

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

General Guidelines for Paraprofessional/Specialist Technical Employees

Work Days

All paraprofessional/specialist technical employees have a designated number of workdays for a normal work year according to the position. These workdays are scheduled by the Administration each year. The beginning and ending dates are shown on the "Work Days Calendar" for each position according to the maximum number of workdays approved for each position. These workdays are used in conjunction with the official school calendar to determine non-work days during the school year. These scheduled workdays may not be changed. Paraprofessional/Specialist Technical employees are not paid for holidays or vacation days.

Working Hours

The working hours for paraprofessional/specialist technical employees are scheduled according to the needs of each department or campus. Paraprofessional/specialist technical employees at school campuses are allowed 30 minutes for lunch.

Breaks

Breaks for employees are not mandated by federal law or district policy. As a courtesy to employees, the district allows supervisors to schedule breaks when they do not interfere with the educational process. The time and length of breaks depend upon the positions and the needs of the campus. Any breaks provided should be the same for employees in similar positions.

Time and Attendance Reporting

All C-FBISD paraprofessional/specialist technical employees of are covered by the federal law called the Fair Labor Standards Act. Below is a list of District guidelines that must be met to avoid placing the District and its employees in jeopardy for non-compliance of this law.

- All non-exempt employees (paraprofessional/specialist technical and auxiliary) are required by law to document the exact hours worked each workday. This is accomplished through the use of the Kronos timekeeping system via the internet.
- The workweek for the Carrollton-Farmers Branch ISD begins on Sunday and ends on Saturday each week. All hours in excess of 40 hours in the calendar week must be paid at 1 ½ times the employee's hourly equivalent.
- Paraprofessional/specialist technical employees are paid for 40 hours per week; however, they are required to work a minimum of 37 ½ hours per week to maintain the same rate of pay. Overtime is paid when the workweek exceeds 40 hours.
- The daily rate of pay is for an eight (8) hour day, but the employee must work at least 7 ½ hours a day or an average of 37 ½ per week.
- Many paraprofessional/specialist technical positions require a minimum of 40 hours per week as determined by the supervisor and district needs. Paraprofessional/specialist technical employees may be required to work more than the minimum of 37.5 hours per week as determined by the supervisors.
- Paraprofessional/specialist technical employees have the option of making up lost time within the same workweek (Sunday – Saturday) with the permission of the supervisor or principal.
- District policy does not allow compensatory time off to be accrued for working overtime. An employee may be given time off in the same workweek to avoid paying overtime, but only with supervisory approval. Remember – the only adjustments in paraprofessional/specialist technical employees' schedule must be within the same calendar week. Again, all time worked over 40 hours must be paid at 1 ½ times the employee's hourly rate. The campus secretaries will not be responsible for editing the time records for the auxiliary staff.

- If the employee misses recording their time, he/she must report this to the secretary in the main office as soon as possible so the accurate time can be edited in the system.

Enter time on Kronos for the following:

- At the beginning of the work day
 - When leaving for a lunch break
 - Upon returning from a lunch break
 - When leaving for the day
 - When leaving/returning at any other time during the day for personal reasons, such as a doctor's appointment
 - Each entry is rounded to the nearest quarter hour
-
- All absences must be reported prior to the beginning of the shift, or upon leaving early, to the principal or office administrator using the current procedures at your campus. The specific reason for the absence must be reported to assist in posting the employee's leave balances properly. If an absence is not reported properly, the employee may not receive payment for the day off.
 - Leave days are earned in half (1/2) and whole (1) day increments only.
 - All absence information is entered into the Kronos Time Keeping System by the administrator in the main office, or his/her secretary, responsible for monitoring all employees' time and attendance.
 - ⇒ Failure to enter time when arriving at work or leaving for the day will result in disciplinary action up to and including termination.

If you have any questions, please contact the Payroll Office.

No employee shall record the time for any other employee. Any employee found to be misusing the time system will be subject to disciplinary action up to and including termination.

Absent 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.

An employee may adjust the workweek as necessary, with supervisory approval, to work the minimum number of hours required. This allows them the privilege of making up time for necessary absences within the same workweek to avoid using their sick leave.

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 tardiness.

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 not present at his or her work assignment for a least 50% of the scheduled work period will be considered absent for that work period.
- Excessive Tardiness/Absenteeism - Any combination of four (4) absences/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 unless extenuating conditions exist.
- Any occurrence of absence that is not covered by District sick leave guidelines.
- Any occurrence of absence without pay, unless approved by the supervisor at least 24 hours in advance.
- Any three (3) separate occurrences of absence within a thirty (30) 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.
- An employee works a split shift, e.g., two hours in the morning and two hours in the afternoon. The employee does not show for the morning period and is 10 minutes late for the afternoon period. This is considered one (1) occurrence of absence and one (1) occurrence of tardiness.

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, including termination may be necessary. Absences that meet FMLA guidelines may not be used as a basis for disciplinary action.

Training Time

District paraprofessional/specialist technical employees who attend training sessions as directed by their supervisor are paid their regular pay rate for the time in training.

District paraprofessional/specialist technical employees who chose to attend training sessions for self-improvement or to meet minimum requirements for certification or position are not paid for the time in training.

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.








Telephone/Cellular Phone

Paraprofessional/specialist technical 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.

Telephone Courtesy

Often the telephone is the only contact our community has with us and courteous telephone calls can greatly enhance the District's success. The following guidelines are essential for telephone courtesy.

-  Answer all calls promptly.
-  Use proper identification.
-  State the name of your campus/department or supervisor.

-  State your name.
-  Ask, "May I help you?"
-  Discuss all matters with courtesy.
-  Make inquiries tactfully.
-  Give your undivided attention to the call.
-  Avoid unnecessarily long conversations.
-  Treat all callers with courtesy.

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 activities on or off school property.

Paychecks

Check summaries for employees on direct deposit may be viewed on the online at CFBPORTAL.ORG. Checks are distributed on the twentieth of the month to employees who are not on direct deposit. Please do not discuss your check with other employees. If you do not understand your check or have a question, contact the Payroll Office.

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.

Safety

Employees shall strive to prevent injuries by following established safety rules and procedures.

Each employee has the obligation to maintain an alert attitude of concern not only for themselves, but any other persons who may frequent the area in which they are working. All hazardous conditions should be reported to the supervisor immediately.

Accidents do not just happen; they are caused by something or someone. The safety conscious employee observes rules and asks for help or advice when in doubt.

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.

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.

Fire Safety

Fire safety is the responsibility of each employee. Any condition that is considered a fire hazard is to be reported to the supervisor immediately.

Work-Related Injuries or Accidents

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 as soon as possible. Accident reports must be filled out by the supervisor 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 Claims Specialist Office at the Administration Building Annex within twenty-four (24) hours. Approval of treatment for job-related injuries must be obtained from the Employee Benefits Claims Specialist at 972-968-6199 OR 972-968-6120.

The supervisor will determine the cause of the accident and the corrective action needed to prevent recurrence.

Personal Injury Reports are available in the office of each department and campus. In the event that an employee is injured on the job, it is the injured person's choice as to the doctor the individual wishes to see. The District does not recommend any particular doctor or clinic. Employees may go to any hospital, private doctor, or clinic that they prefer.

An employee who is unable to report to work due to a work-related injury must submit a doctor's certification stating the employee's fitness to return to duty.

Employees who are unable to return to duty after seven (7) calendar days, must call their supervisor and the Employee Benefits Claims Specialist (972-968-6199 OR 972-968-6120) each week to report the employee's work status. The employee must also provide their supervisor with a copy of their doctor's statement within one week of each doctor's appointment. Failure to follow this procedure will result in dismissal from employment.

All absences due to work-related injuries are applied to Family and Medical Leave. After all available leave under FMLA guidelines have 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 a 30-calendar day period will be dismissed from employment. Employees are responsible for payment of their total insurance premium while on the inactive employee status list.

INFORMATION ABOUT 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 to 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.

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, hours of employment, or conditions of work.

Reduction of Staff

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

Change in Personal Information

We ask you to keep your address current on the payroll/personnel files so that checks and other important payroll information may reach you at your home address. A Change in Personal Information form needs to be filled out immediately in the event that you move, change your telephone number, or change your name. These forms are available on the www.cfbportal.org.

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.

Longevity Pay

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 each 5 years of full-time employment beginning in the 10th year of service.

Service Awards

The Making the Vision Possible (MVP) award program recognizes C-FB ISD full-time auxiliary, paraprofessional, and non-campus based support professional team members for exemplary service, leadership, innovation, cooperation, and teamwork. The award is open to all team members who are classified as the following: clerical/technical employees, specialist/technical employees, manual/trades employees, and non-campus based support professionals.

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.

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.

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.

Employees are not permitted to use student restrooms at any time students are in the building.

Outside Employment

It is recognized that employment in the District is full-time employment and should be considered such by all personnel except part-time positions. 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 not give gifts or money to students for any reason.

Employees shall accept no gratuities, gifts, or favors that impair or appear to impair professional judgment.

Purchasing Procedures

All requests for purchases must be processed through the Automated Purchase Order System. 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
KVIL Radio, 1150 IS 103.7 FM
WBAP Radio, 820 AM

KDFW Television, Channel 4
KXAS Television, Channel 5
WFAA Television, Channel 8

Paraprofessional/Specialist Technical Personnel Duties

The duties and responsibilities of paraprofessional/specialist technical personnel vary according to the 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 departmental or campus supervisors.

Properly and efficiently using District equipment, tools, supplies, and materials.

Being punctual in arriving at work.

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 the public 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 supervisors.

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.

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.

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-FB ISD, all paperwork required by Personnel must be submitted before direct deposit information will be given to Payroll. Personnel new to C-FB ISD 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 check 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 deposit 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. 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 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 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

Employee Benefits Specialist

Jeanne Welsh

Medical/Dental/Vision/COBRA

972.968.6119

welshj@cfbisd.edu

Employee Benefits Specialist Assistant

Suzanne Cunningham

Supplemental Insurance/Cancer/Disability/Life/Annuities

972.968.6120

cunninghams@cfbisd.edu

Occupational Health Nurse

Rosalie Getz, RN COHN-s CCM

Workers' Compensation

972.968.6199 Pager 972.949.9852

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

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 employee 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 chose 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 in loco parentis, 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 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 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.

Complaints may be filed via e-mail at the following e-mail address: 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?