

EDINBURG CISD



Employee Handbook

2023 - 2024

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NONDISCRIMINATION STATEMENT

Edinburg CISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX issues: Robert Vina, r.vina@ecisd.us, Coordinator of Personnel/Legal Issues, ADA/504 issues: Sofia Hinojosa, sofia.hinojosa@ecisd.us, Director of Student & Social Services, 411 N. 8th Avenue, Edinburg, TX 78539, (956) 289-2300

Edinburg CISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. Las siguiente personas han sido designadas para manejar consultas sobre las políticas de no discriminación Title IX issues: Robert Vina, r.vina@ecisd.us, Coordinator of Personnel/Legal Issues, ADA/504 issues: Sofia Hinojosa, sofia.hinojosa@ecisd.us, Director of Student & Social Services, 411 N. 8th Avenue, Edinburg, TX 78539, (956) 289-2300

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the **Personnel Department**.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with the handbook topics, confer with their supervisor, or call the appropriate district office.

District policies can be accessed online at www.ecisd.us

**Edinburg Consolidated Independent School District
Employee Handbook
ACKNOWLEDGEMENT FORM**

2023-2024

Name _____ **Employee ID#** _____
(PLEASE PRINT LEGAL NAME)

Campus/Department _____

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

- I understand that I may download a complete copy via the web address at www.ecisd.us
- I understand that I may request a copy by e-mail or from my campus Principal/Department Supervisor.
- I understand the Edinburg CISD Technology Acceptable Use Policy and agree to abide by all standards, policies, and procedures defined or referenced in the document. I understand that I may download a copy of the ECISD Technology Acceptable Use Policy from the ECISD Board Policy online at: www.ecisd.us *Edinburg CISD Technology Acceptable use Policy Online CQ (EXHIBIT), CQ (REGULATION), CQ (LEGAL), CQ (LOCAL)*
- I authorize Edinburg CISD to review and consider the results of my educator certification examinations pursuant to Texas Education Code § 21.048(c-1) as needed for the duration of my employment. The results of these examinations will be reviewed to obtain information relevant to my qualifications for continued employment with the district.

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

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

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

Signature: _____ **Date:** _____

PLEASE COMPLETE AND SIGN THIS FORM AND RETURN IT TO YOUR IMMEDIATE SUPERVISOR WHO WILL FORWARD THE ORIGINAL TO THE E.C.I.S.D. PERSONNEL OFFICE.

NOTE: PLEASE FEEL FREE TO MAKE A COPY FOR YOUR RECORDS.

District Information

Description of the District

The Edinburg Consolidated Independent School District is the educational center of the Rio Grande Valley of South Texas. Having the University of Texas Rio Grande Valley within our city has offered enormous opportunities for the teaching staff to pursue advanced degrees while staying informed with the latest educational trends and teaching techniques. Edinburg, an "All -American City," is a closely knit community which strongly emphasizes the value of a good education. The Edinburg School District encompasses 945 square miles which makes it one of the largest in the nation. It offers 4 high schools, 6 middle schools, 2 alternative campuses, a new Collegiate High School, 31 elementary schools, 6 Head Start Centers and an all day Pre-K program for 3 year old children at every elementary campus. The district has approximately 4,965 employees including over 2,881 teachers, 1,177 paraprofessionals and over 970 classified employees. The annual operating budget for the 2022-2023 school year was \$ 368,915,268 while maintaining a tax rate of \$ 1.06040. The peak student membership for the 2022-2023 school year was 34,057.

The district offers a well-balanced elementary curriculum. Classes offer strong oral and written language programs, math and science programs, and an array of extracurricular activities. Due to our proximity to Mexico, a bilingual program is crucial in helping many of our students cope with language and concept acquisition. The district provides full day Pre-K classrooms as well as an advanced academic program. Presently, there are more than 600 teacher aides assigned to our teaching staff, primarily in grades PK-1st.

Our secondary schools contain;-A strong academic program at the middle and senior high school level with diversified course offerings in elective subjects and vocational education; -A sound health and physical fitness for life program; -An expanding computer and technology program; -A Primary Prevention Program (drug abuse & alcohol); -A Special Education Program serving qualified students with disabilities; -A Fine Arts Program (Music, Art, Dance, Drama) and an Extra-Curricular Program offering a wide array of activities suited to students' individual interests.

In summary, the Edinburg School District features:

- highly competitive salaries
- a continuous remodeling and expansion program
- thousands of dedicated staff members
- a strong discipline support and alternative program
- a generous employee benefit program
- some of the brightest and most talented students in the entire state of Texas

All of this, coupled with a progressive school board and a supportive administration is designed to make you feel proud to be an employee of E.C.I.S.D.

[District Map](#)

Mission Statement, Goals and Objectives

[Policy AE](#)

The TEAM of the Edinburg Consolidated Independent School District Board of Trustees, administrators, teachers, staff and parents, in partnership with community and public educational agencies, is committed to providing the resources and opportunities for all students to achieve educational excellence.

Vision: Empowering our Students to be 21st Century Leaders

Mission: To Accomplish Educational Excellence Through Creativity and Innovation

District Goals:

Excel in Academics and Ensure Equal Access

Communicate and Connect with All Stakeholders

Innovate through Technology

Secure a Safe Learning Environment

Develop and Retain Highly Qualified Staff

Public Education Mission, Goals, and Objectives

[Policy AE](#)

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child.

The objectives of public education are:

OBJECTIVE 1: Parents will be full partners with educators in the education of their children.

OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.

OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.

OBJECTIVE 4: A well-balanced and appropriate curriculum will be provided to all students.

OBJECTIVE 5: Educators will prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our state and national heritage and who can understand and productively function in a free enterprise society.

OBJECTIVE 6: Qualified and highly effective personnel will be recruited, developed, and retained.

OBJECTIVE 7: Texas students will demonstrate exemplary performance in comparison to national and international standards.

OBJECTIVE 8: School campuses will maintain a safe and disciplined environment conducive to student learning.

OBJECTIVE 9: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.

OBJECTIVE 10: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

OBJECTIVE 11: The State Board of Education, TEA, and the commissioner shall assist school districts and charter schools in providing career and technology education to students.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

GOAL 1: The reading and writing of the English language.

GOAL 2: The understanding of mathematics.

GOAL 3: The understanding of science.

GOAL 4: The understanding of social studies.

Education Code 4.001, 4.002

Instructional Goals and Objectives

The district shall endeavor to maintain an educational program that will help each student to develop personal knowledge, skills, and competence to maximum capacity, and to learn behavior patterns which will make each student a responsible member of society. In terms of their individual abilities, all students should achieve:

1. Competence in fundamentals of reading, writing, and arithmetic in the early elementary grades, accompanied by studies in higher mathematics, science, history, free enterprise system, English, and other languages in the higher grades. These should be accompanied by a wide variety of optional courses. Skills in the logical processes of research, analysis, evaluation, and problem solving.

Competence and motivation for continuing self-evaluation, self-instruction, and adaptation to a changing environment.

Competence in reading, communication, and other language art skills according to grade level and individual ability.

2. Knowledge of the fundamental economic structure and processes of the American system, of the contribution of free enterprise, and of the opportunities for individual participation and success in the system.

Occupational skills needed to enter and advance in the economic system or academic preparation for acquisition of technical or professional skills through post-high school training.

Competence in the application of economic knowledge to practical economic functions, such as planning and budgeting for the investment of personal income, calculating tax obligations, financing major purchases, and obtaining desirable employment.

3. Knowledge about the United States and Texas systems of government and their political subdivisions.

Competence in judging the merits of comparative political systems and ideologies with emphasis on democratic institutions, the American heritage, the responsibilities and privileges of citizenship, and the comparative merits of candidates for political position.

Skill for communicating with public officials at different levels of government.

Skill for participating in the processes of public and private political organizations and influencing decisions made by such organizations.

4. Knowledge about the requirements of personal hygiene, nutritional consumption, and physical exercise essential to the maintenance of personal health.

Knowledge of the dangers to health from addiction to harmful substances or consumption of harmful materials.

Skills in sports and other forms of recreation which will permit life-long enjoyment of physical exercise.

Competence in recognizing and preventing environmental, ecological, and health problems.

Knowledge and experiences to provide information and develop skills and values needed to perform daily activities in a safe manner free from injury or other losses.

5. Knowledge of the arts, music, literature, drama, and other aesthetic expressions of various cultures.

Competence in the critical evaluation and appreciation of diverse cultures.

6. Knowledge of basic psychological, sociological, and cultural factors affecting human behavior.

Skills in interpersonal and group relations and information of ethical and moral standards of behavior.

Competence for adjusting to changes in personal status and social patterns.

Skills for coping with stress and pressure. Development of a self-image that builds self-concepts of a positive nature.

7. Competence and skill in creative and responsible use of leisure time.

State Board of Education Policy 3101.1, as amended.

Board of Trustees

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

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected by place and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current School Board members include:

Carmen Gonzalez, President

Xavier Salinas, Vice President

Luis G. Alamia, Secretary

Miguel "Mike" Farias, Member

Letty Flores, Member

Leticia "Letty" Garcia, Member

Dominga "Minga" Vela, Member

The board of trustees usually meets on the second and fourth Tuesday of the month at the Edinburg CISD Administration Building Board Room, 411 N. 8th St., Edinburg, Texas 78541. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the bulletin board outside the administration office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

Board Member: Ethics

Policy BBF

Administration:

Dr. Mario H. Salinas, Superintendent

Dr. Anthony Garza, Assistant Superintendent for Support Services

Dr. Eduardo J. Moreno, Assistant Superintendent for Technology Services

Mr. Rene R. Salinas, Assistant Superintendent for Finance & Operations

Dr. Eva T. Torres, Assistant Superintendent of Curriculum & Instruction

School Calendar

<http://www.ecisd.us/Departments/PayrollDepartment/PayDateCalendars/tabid/29490/Default.aspx>

HELPFUL CONTACTS

The district designates the following person to coordinate its efforts to comply with Title II, or the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name/Nombre: Robert Saenz
Position/Título: Maintenance Director
Address/Dirección: 1305 East Schunior, Edinburg, Texas 78541
Telephone/Teléfono: (956) 289-2577

The district designates the following person to coordinate its efforts to comply with Section 504 of the Vocational Rehabilitation Act of 1973:

Name/Nombre: Sofia Hinojosa
Position/Título: Coordinator of Student and Social Services
Address/Dirección: 411 North Avenue, Edinburg, Texas 78541
Telephone/Teléfono: (956) 289-2300 ext. 2024

The district designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and is designed to hear complaints or concerns related to Title IX for Personnel and students:

Name/Nombre: Robert Viña, Jr.
Position/Título: Coordinator of Personnel/Legal Issues
Address/Dirección: 411 North 8th Avenue, Edinburg, Texas 78541
Telephone/Teléfono: (956) 289-2300

ECISD ADMINISTRATION

411 N. 8TH ST.
EDINBURG, TX. 78541
289-2300 FAX-383-3576

CAREER & TECHNOLOGY

1317 S. 7TH
EDINBURG, TX. 78539
289-2422 FAX-316-7757

CHILD NUTRITION DEPT.

1313 E. SCHUNIOR
EDINBURG, TX. 78541
289-2575 FAX-380-8905

ECISD POLICE DEPT.

1313 E. SCHUNIOR
EDINBURG, TX. 78541
292-2572 FAX-380-8901

FINE ARTS DEPT.

411 N. 8TH ST.
EDINBURG, TX. 78541
289-2317 Fax-380-8921

FIXED ASSETS DEPT.

921 E. SCHUNIOR
EDINBURG, TX. 78541
289-2590 FAX-384-5195

TRANSPORTATION DEPT.

1015 E. SCHUNIOR
EDINBURG, TX. 78541
316-8888 FAX-316-7722

PRINT SHOP

1317 S. 7TH St.
EDINBURG, TX. 78539
289-2423 FAX-316-7783

REGION ONE

1900 W. SCHUNIOR
EDINBURG, TX. 78541
984-6000 FAX-984-7655

SOCIAL SERVICES DEPT.

1313 E. SCHUNIOR
EDINBURG, TX. 78541
384-5332 FAX-384-5221

STADIUM

310 E. PALM DR.
EDINBURG, TX. 78539
289-2395 FAX-316-7502

TECHNOLOGY

411 N. 8TH ST.
EDINBURG, TX. 78541
289-2325 FAX-380-8903

TEXTBOOKS DEPT.

921 E. SCHUNIOR
EDINBURG, TX. 78541
289-2594 FAX-384-5220

MAINTENANCE DEPT.

1305 E. SCHUNIOR
EDINBURG, TX. 78541
289-2577 FAX – 316-7550

SCHOOL DIRECTORY/ELEMENTARY

AUSTIN ELEM.

1023 E. Kuhn St.
Edinburg, Texas 78541
289-2331 Fax-316-7560

AVILA ELEM.

9205 N. Alamo Rd.
Edinburg, Texas 78541
289-2307 Fax-385-3330

BETTS ELEM.

2320 S. Cesar Chavez Rd.
Edinburg, Texas 78539
289-2560 Fax-384-5312

BREWSTER SCHOOL

RT. 5 BOX 101
Edinburg, Texas 78541
289-2334 Fax-316-7510

CANO-GONZALEZ ELEM.

1701 S. Raul Longoria Rd.
Edinburg, Texas 78539
289-2380 Fax-316-7457

CANTERBURY ELEM.

2821 W. Canton Rd.
Edinburg, Texas 78539
289-2374 Fax-316-7606

CAVAZOS ELEM.

1501 W. Fr. Gonzalez Dr.
McAllen, Texas 78504
289-2535 Fax-384-5147

CRAWFORD ELEM.

1800 E. Davis Rd.
Edinburg, Texas 78541
289-2410 Fax-287-0700

DE LA VINA ELEM.

1001 S. Jackson Rd.
Edinburg, Texas 78539
289-2366 Fax-316-7782

EISENHOWER ELEM.

2901 E. Russell Rd.
Edinburg, Texas 78541
289-2540 Fax-316-7554

ESCANDON ELEM.

1100 E. Trenton Rd.
Edinburg, Texas 78539
289-2545 Fax 316-7647

ESPARZA ELEM.

2510 S. Cesar Chavez Rd.
Edinburg, Texas 78539
289-2308 Fax-385-3310

FLORES/ZAPATA ELEM.

14000 N. Rooth Rd.
Edinburg, Texas 78541
289-2445 Fax- 383-0957

FREDDY GONZALEZ ELEM.

2401 S. Sugar Rd.
Edinburg, Texas 78539
289-2520 Fax-316-7420

GORENA ELEM.

1801 E. Fr. Gonzalez Dr.
Edinburg, Texas 78539
289-2460 Fax-381-6213

GUERRA ELEM.

10010 N. Via Fernandez
Edinburg, Texas 78541
289-2530 Fax-384-5352

HARGILL ELEM.

P.O. Box 215
Hargill, Texas 78549
289-2338 Fax-845-6337

JEFFERSON ELEM.

904 S. 12TH ST.
Edinburg, Texas 78539
289-2385 Fax-316-7427

J.F. KENNEDY ELEM.

Rt. 1 Box 232-R
Edinburg, Texas 78539
289-2390 Fax-384-5131

L.B. JOHNSON ELEM.

1801 E. Sprague St.
Edinburg, Texas 78539
289-2358 Fax-316-7630

LEE ELEM.

1215 W. Sprague St.
Edinburg, Texas 78539
289-2342 Fax-316-7596

LINCOLN ELEM.

1319 E. Lovett St.
Edinburg, Texas 78541
289-2525 Fax-384-5208

MAGEE ELEM.

3420 W. Rogers Rd.
Edinburg, Texas 78541
289-2306 Fax-385-3320

MONTE CRISTO ELEM.

4010 N. Doolittle Rd.
Edinburg, Texas 78539
289-2362 Fax-316-7471

RAMIREZ ELEM.

1700 W. Alberta Rd
Edinburg, Texas 78539
289-2425 Fax-316-2355

SAN CARLOS ELEM.

505 S 83rd St.
Edinburg, Texas 78542
289-2370 Fax- 316-7364

TRAVIS ELEM.

1200 S. 21st St.
Edinburg, Texas 78539
289-2354 Fax-316-76337

TREVINO ELEM.

909 S. Monmack Rd.
Edinburg, Texas 78539
289-2550 Fax-384-5372

TRUMAN ELEM.

701 W. Rogers Rd.
Edinburg, Texas 78541
289-2555 Fax-316-7527

VILLARREAL ELEM.

4014 N. Doolittle Rd.
Edinburg, Texas 78541
289-2377 Fax-381-4782

ZAVALA ELEM.

3615 W. Rogers Rd.
Edinburg, Texas 78541
289-2350 Fax-316-7605

SCHOOL DIRECTORY/SECONDARY

B.L. GARZA MIDDLE SCHOOL

1202 N. Monmack Rd.
Edinburg, Texas 78541
289-2480 Fax-316-3109

BARRIENTES MIDDLE SCHOOL

1100 E. Ebony Lane
Edinburg, Texas 78539
289-2430 Fax-316-7749

HARWELL MIDDLE SCHOOL

9207 N. Alamo Rd.
Edinburg, Texas 78542
289-2440 Fax-316-7303

LONGORIA MIDDLE SCHOOL

14101 N. Rooth Rd.
Edinburg, Texas 78541
289-2486 Fax-381-6442

MEMORIAL MIDDLE SCHOOL

3105 N. Doolittle Rd
Edinburg, Texas 78541
289-2470 Fax-316-7581

SOUTH MIDDLE SCHOOL

601 W. Freddy Gonzalez Dr.
Edinburg, Texas 78539
289-2415 Fax-316-8817

EDINBURG HIGH SCHOOL

2600 E. Wisconsin
Edinburg, Texas 78539
289-2400 Fax-386-1103

EDINBURG NORTH HIGH SCHOOL

3101 N. Closner
Edinburg, Texas 78541
289-2500 Fax -316-7712

ECONOMEDES HIGH SCHOOL

1414 N. Alamo Rd.
Edinburg, Texas 78542
289-2450 Fax-385-3050

VELA HIGH SCHOOL

801 E. Canton Rd.
Edinburg, Texas 78541
289-2650 Fax- 316-7304

COLLEGIATE HIGH SCHOOL

1200 E. Schunior
Edinburg, Texas 78541
289-2680

EDINBURG ACADEMY

1313 E. Schunior
Edinburg, Texas 78541
289-2598 Fax-316-7391

VISION ACADEMY

1920 S. Closner Blvd.
Edinburg, Tx. 78539
289-2584 Fax-287-0812

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, The Edinburg Consolidated Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity) national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX Coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Robert Vina, Jr, Title IX Coordinator, 411 N. 8th Street Edinburg, Texas 78541, email: r.vina@ecisd.us or at ECISD Personnel Department phone number (956) 289-2300. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 Coordinator for employees for concerns regarding discrimination on the basis of a disability: Sofia Hinojosa, Coordinator of Student Services & Social Services at 289-2300, ext. 2024.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website www.ecisd.us. Classified vacancy announcements are posted also at the ECISD Personnel Department.

Employment after Retirement

Policy DC

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

Individuals who are planning retirement and retirees who are considering employment after retirement should contact the **ECISD Personnel Office** for the current administrative procedures regarding the ECISD Retire/Rehire Program.

Contract and Noncontract Employment

Policies DC Series

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

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) may be employed by a one-year term contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

Certification and Licenses

Policies DBA, DF

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

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact **Personnel Department** if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policies DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form 1-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the **Personnel Department** if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

[Policy CQ DHE](#)

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

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Personnel Office.

Health Safety Training

[Policies DBA, DMA](#)

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Health Service Director at the start of each school year and anytime an employee is recertified.

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

Employee Illness Communicable Disease and Exclusion

Employees that are found to have illness or symptoms of a communicable disease (based on the Centers for Disease communicable (CDC) disease chart) and have not been previously diagnosed or have brought in clearance to be deemed free of all communicable disease(s) shall be referred to their medical provider for proper evaluation in order to prevent the further spread of diseases such as influenza, measles, mumps, viral hepatitis A, and tuberculosis. Until the employee is no longer symptomatic, or the physician has approved the employee to return to work, he or she will be excluded according to the CDC recommendations.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the sending and receiving campus except when reassignments are due to enrollment shifts or program changes. The superintendent has final placement authority.

Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy [DGBA \(Local\)](#).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by the month of May. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Personnel Office.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

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

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. **See Overtime Compensation on page 22** for additional information.

Remote Work and Instruction Policy

Policy DK

In order to allow the district to function during mandatory or Board-authorized school closures and meet its goals to provide quality remote instruction for its students, staff may be required or assigned to perform duties remotely in order to maintain key functions of the district. If an employee is not available or accessible while required to work remotely pursuant to the guidelines in this policy, the period of absence or unavailability will be considered an unexcused absence by the employee. Unexcused absences will be dealt with pursuant to the district's leave policies. [See [DEC \(LOCAL\)](#)]

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making a claim of liability against the district. An employee with concerns should contact the **Health Services Department**.

Pregnant Workers Fairness Act

Policies DEAB, DG

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the **Health Services Department** to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds; the district is required by Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the **Personnel Dept. at 289-2300**.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and

responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation

[Policies DN series, DP \(Legal\)](#)

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

All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Please Note: Classroom teachers have the opportunity to participate in less frequent evaluations in accordance with local criteria. See Policy [DNA \(Local\)](#)

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination of recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

[Policies BQA, BQB](#)

At both the campus and district levels, Edinburg CISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district-or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the **Assistant Superintendent for Curriculum & Instruction**.

Staff Development

[Policy DMA](#)

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

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

The Edinburg Consolidated Independent School District shall provide for the recruitment, development, support and retention of highly qualified administrators, teachers, and auxiliary staff through the implementation of the ECISD Professional Development Plan.

Compensation and Benefits

Salaries, Wages, and Stipends

[Policy DEA, DEAA, DEAB](#)

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

and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. Hours are recorded using TimeClockPlus. (See **Overtime Compensation page 22**).

All employees will receive written notice of their pay and work schedules each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

<http://www.ecisd.us/Departments/Payroll-Department/Pay-Date-Calendars> .

Extra duty payments are made using the Supplement Manage Program (SMP) in accordance with approved pay date schedules. Exceptions may be made for compliance with grant fund payments.

Employees should contact the Personnel and or Payroll Department for more information about the district's pay schedules or their own pay.

Attendance Incentive

A full-time District employee who is employed as of the first day of the semester of employee's corresponding work calendar, and does not miss work for the entire semester shall receive a \$200 stipend each semester. Stipend shall be paid in January for first semester and the month after the work calendar ends for second semester.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. Paychecks/statements will not be released to any person other than the district employee named without the employee's written authorization. Payroll deposit statements are delivered to each campus/department during September-May with a few exceptions. Please refer to the school calendar for more details. A payment replacement cost of \$35 is required prior for reprocessing of payments.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Employees have access to view/print pay history, W2, and leave balances by using the "Employee Access – POWERSCHOOLS" on the ECISD website under resource logins: To access "Employee Access-POWERSCHOOLS" use the ECISD email address and password to login.

The schedule of pay dates for the 2023-2024 school year are available on the Payroll Department website:

https://www.ecisd.us/apps/pages/index.jsp?uREC_ID=1311540&type=d&pREC_ID=1575796

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated checking and or savings account. A notification period of 15 days is necessary to activate this service. Direct deposit participation is required for all new employees. Any new hire unable to establish a bank account should contact the Payroll Department for options and assistance. Direct deposit statements are available online accessing "Employee Access – POWERSCHOOLS" use the ECISD email address and password to login.

Contact the Payroll Department for more information about the automatic payroll deposit service or obtain the form from the ECISD web page to enroll or cancel for changes.

<http://www.ecisd.us/Departments/PayrollDepartment/PayrollBenefitsForms/tabid/29486/Default.aspx>

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)

- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable
- Any other federal/state garnishment of wages order (IRS or Bankruptcy)

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; and other voluntary insurance, annuities, and higher education savings plans or prepaid tuition programs.

Employees may also request payroll deduction for payment of membership dues to professional organizations which incur no administration fee from ECISD.

Salary deductions are automatically made for unauthorized leave, unpaid leave, administrative leave, suspensions without pay leave and any absence that does not comply with [DEC \(Local\)](#) leave policy.

Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 A.M. Saturday and ends at 11:59 P.M. Friday.

SUPERINTENDENT'S OVERTIME DIRECTIVE

- Overtime is not allowed unless authorized in advance by the Principal or Department Head
- Overtime hours (comp-time) accumulated must be used within the following month, otherwise it will be scheduled for use by the Principal or Department Head
- Failure to comply with this directive will result in disciplinary action

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used within 30 days of being earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the Assistant Superintendent for Finance & Operations must give approval. For approved travel,

employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage. Accounts payable travel payments will be processed as direct deposit using the bank information authorized for accounts payable/payroll compensation.

The Edinburg Consolidated Independent School District will be utilizing a Travel Card to pay for travel expenditures incurred outside of the district travel triangle. The Travel Card is for any ECISD authorized business and student travel charges.

The travel card is not for any personal use. Use of the Travel Card for charges other than official District business is a direct violation of the district's contract with Citi and ECISD's rules and, therefore a misapplication of the district issued card. Any misuse will result in cancellation of the privilege to utilize the Travel Card and may subject you to disciplinary action, up to and including the recommendation for the termination of employment.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to employees in a position that is scheduled to work at least thirty (30) hours per week or one hundred thirty (130) hours per month and are participating in the state retirement pension plan. The district's contribution to employee's insurance premiums is determined annually by the board of trustees. The district is not required to provide the maintenance of effort (cost sharing) for healthcare insurance offered to those that do not participate in the state retirement pension plan.

Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled ECISD Health Insurance and Voluntary Benefit Enrollment Guide.

The health insurance plan year is from January 1 through December 31. New employees must complete enrollment forms within the first 7 days of employment. New employees can make changes to elected insurance coverage within the first 30 days of employment. Current employees can make changes in their insurance coverage during approved open enrollment or within 30 days of a change in family status. Employees should contact the Insurance Department for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for Dental, Vision, Cancer, Heart/Stroke, Critical illness, Hospital Indemnity Plan, Universal Life, Long Term Care, Accident, Supplemental Term Life and Disability. Premiums for these programs can be paid by payroll deduction. Employees should refer to the ECISD Health Insurance and Voluntary Benefit Enrollment Guide or contact the Insurance Department for more information.

Cafeteria Plan Benefits (Section 125)

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

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis during the district's open enrollment.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from TriStar Risk Management since September 1, 2011. Benefits

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

All work-related accidents or injuries should be reported **immediately** to their immediate supervisor and provide the required notification forms to the Worker's Compensation Specialist. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 32 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

[Policy CRF](#)

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Personnel.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits, who work at least 90 days a year, are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Personnel/Payroll departments as soon as possible. Information on the application procedures for TRS benefits is available from TRS at **Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas. 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web:**

www.trs.state.tx.us

Other Benefit Programs

Sick Leave Bank

Sick Leave Bank – Delayed Enrollment

Unused Leave Reimbursement

Attendance Incentive Supplement

Leaves and Absences

[Policy DE, DECA, DECB](#)

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Insurance Department for more information about applicable leave benefits, payment of insurance premiums and requirements for communicating with the district.

Paid leave must be used in 4 hour or ½ day increments. Earned comp-time **must** be used before any available paid state and local leave. Unless an employee requests a different order for the use of available paid state and local leave, the leave will be used in the following order:

- Local
- Old State
- State Personal

Employees must follow district, department and or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a “no call/no show”. An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

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

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these is found in Policy [DECA \(LEGAL\)](#).

Medical Certification. Any employee who is absent more than 3 days because of personal or family illness, **must** submit medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness, the employee’s fitness to return to work.

The district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) leave for the employee’s serious health condition, a serious health condition of the employee’s spouse parent or child or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specially allowed by this law. To comply with this law, we ask that the employee and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Personal Leave

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

Nondiscretionary - Leave taken for personal or family illness, family emergency, a death in the family or active military service is considered nondiscretionary leave. Reasons for this type of leave allows very little, if any advance planning. Nondiscretionary leave may be used in the same manner as state sick leave.

Discretionary - Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a written request to his or her principal or supervisor 5 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary leave limitations are as follows:

- May not be taken for more than three consecutive days
- Cannot exceed five days per semester
- Shall not be used the day before a school holiday
- Shall not be used the day after a school holiday
- Shall not be used on days scheduled for end-of-semester or end-of-year exams
- Shall not be used on days scheduled for state-mandated assessments, professional or staff development days

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

State Sick Leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas.

State sick leave may be used for the following reasons only:

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

Local Leave

Previously accumulated local leave up to a maximum amount of 20 days is available for use and it is **not** transferrable to other school districts. Local sick leave can be used only in 4-hour increments, except when consolidated with family and medical leave taken on an intermittent or reduced schedule basis or when coordinated with workers' compensation benefits. Local leave may be used for the following reasons:

- Employee Illness
- Illness in the employee's immediate family
- Death in the family
- Employee donations
- Membership in sick leave bank

Five days of local leave are advanced at the beginning of the year and are available for use. However, employees that do not start on the first day of duty, that separate earlier than the last duty date of the school year or are out on extended leave are only entitled to use accumulated leave from prior years and what is earned in current year. Leave used beyond available balance will result in pay deductions for exceeded days at the employee's daily rate of pay.

Vacation

Eligibility -Each classified employee in a position normally requiring 12 months of service shall receive five paid vacation days after 12 months of employment and shall be entitled to ten paid vacation days after 24 months of employment.

Use- Vacation is required to be used before or after the instructional year (Summer months from June to August).

All paid Vacation must be used by 8/31. Vacation is not permitted to carry over into the new fiscal year.

Requests-Employees may request for vacation time between June and August with supervisor's prior approval. Approved vacation schedules are submitted to Payroll Department by May 31st. Supervisors have the authority to direct the use of vacation between June and August. NO other paid leave may be substituted for the purpose of extending vacation.

Employee separations due to voluntary resignation, retirement, or involuntary terminations will receive a lump-sum vacation settlement for unused vacation hours with the employee's final payment.

Sick Leave Bank

Employees may join the sick leave bank by donating three sick leave days from their local leave. If the employee is absent for a catastrophic illness or an extended disability (other than maternity or worker's comp. related leave) the employee may apply to receive days from the sick leave bank after returning to work or exceeding their available paid leave. A maximum of 30 days per school year may be requested to seek reimbursement for absence deductions.

Enrollment period begins every school year through September 30th. If benefits are used, the employee may re-donate three local days the following school year to continue membership. Effective 1999-2000, the sick leave bank may be used for excessive absences due to a death in the immediate family or due to the care of a disabled or a catastrophically ill immediate family member. For additional information refer to web site:

<http://www.ecisd.us/Portals/Edinburg/District/docs/Payroll/Sick%20Leave%20Bank%20Procedures.pdf>

Select link titled "sick leave bank procedures"

Family and Medical Leave (FMLA) – General Provisions

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the **FMLA** follows this general notice.

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption, or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,

- You have worked for your employer at least 12 months,
 - You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
 - Your employer has at least 50 employees within 75 miles of your work location
- Airline flight crew employees have different “hours of service” requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
You work for a public agency, such as a local, state, or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer’s normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must

- Have worked for the employer for at least 12 months
- Have at least 1,250 hours of service in the 12 months before taking leave,* and
- Work at a location where the employer has at least 50 employees within 75 miles of the Employee's worksite.

Local Procedures for Implementing Family Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period. ECISD uses a 12 month period measured backward from the date an employee uses FMLA to determine eligibility.

Use of Paid Leave-FMLA runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FMLA if applicable and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses- Spouses who are employed by the district are limited to a combined total of 12 weeks of FMLA to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitled, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see [DECA \(LEGAL\)](#)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly

transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

An eligible employee whose spouse, son, daughter, or parent is on covered active duty or called to covered active-duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*, or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protection –

During FML, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave, with the exception of incentive attendance supplement for applicants.

Eligibility Requirements-Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition- A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave- An employee does not need to use this leave entitlement in one block.

Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave-Employees may choose or employers may require use of accrued paid leave while taking FMLA. In order to use paid leave for FMLA, employees must comply with the district's normal paid leave policies.

Employee Responsibilities- Employees must provide 30 days advance notice of the need to take FMLA when the need is foreseeable. When 30 day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities-Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA, the employer must notify the employee.

Unlawful Acts by Employers-The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under the FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement- An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) required FMLA covered employers to post the text of this notice. *Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.*

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

District Contact- Employees that require FMLA or have questions should contact the Insurance and Benefits Department for details on eligibility, requirements, and limitations.

Emergency Paid Sick Leave and Emergency Family Medical Leave

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. ***These provisions will apply based on Board recommendation and approval.***

Leave Entitlement

Employees of ECISD are covered under FFCRA for up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Eligible Employees

Employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave

request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

Qualifying Reasons for Leave Related to COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Enforcement

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

Emergency Family Medical Leave

Employees that qualify for EFML will be required to use all available accrued leave concurrently during the EFML period. Any remaining EFML leave during the 10-week period will be paid according to FFCRA provisions.

COVID-19 Administrative Leave

Employees that continue to experience COVID-19 symptoms beyond the quarantine period may qualify for additional administrative leave. An employee requesting additional administrative leave must provide approved medical certification.

Temporary Disability Leave

Certified Employees-Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) or by the district shall be eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. Temporary disability leave runs concurrent with any other leave available under applicable law or policy.

Eligible employees can request temporary disability leave with a medical certification of inability to work in conjunction with a probable date of return, which the employee must provide. TDL for an employee may not be granted for a period of less than three consecutive workdays. The length of leave is no longer than 180 calendar days. The employee must return to work by the end of the temporary disability leave or be subject to termination procedures.

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

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

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

An employee who has been released by his or her physician to return to work from worker's compensation leave with limitation or disability may with supervisor approval be permitted to return to work in a limited/modified capacity until fully recovered. The job accommodation will be on a temporary basis, not to exceed 90 days. If the restrictions exceed 90 days, the continued availability of the modified duty assignment shall be up to the supervisor not to exceed an additional 30 days. The district shall consider the employee's eligibility for reasonable accommodations of a disability under the Americans with Disability Act (ADA).

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability. It is the employee's responsibility and or discretion to report an assault or injury that happened on the job to the designated person at the campus or department in which they work at. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained.

At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

Use of state and/or local sick leave for death in the family shall not exceed five workdays per occurrence, subject to the approval of the district.

Personnel may attend funerals of distant relatives or friends (one day per occurrence) subject to the approval of the district. Bereavement leave for distant relatives or friends shall be charged against State Personal leave.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees are required to submit documentation of their need for leave for court appearances.

Religious Observance

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

Military Leave

Paid Leave for Military Service- Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave- Employees who leave the district to enter the United States uniformed services or who are ordered to active state military duty Texas National Guard or Texas State Guard may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided, they can be qualified to perform the required duties.

To be eligible the person (or an appropriate officer of the uniformed service in which such service is performed) must give advance written or verbal notice of such service to a district (unless notice is precluded by military necessity or is otherwise unreasonable or impossible).

The cumulative length of the absence and of all previous absences from a position of employment with the district must not exceed five years. The person must report or submit an application for reemployment to the district that complies with the appropriate procedural requirements that fall under the circumstances. Employees returning to work following military leave should contact the ECISD Personnel Department.

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

Leave for Peace Officers

Payment for Accumulated Leave Upon Separation

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.

District Communications

The Public Information Office works in conjunction with other administrative departments to publish newsletters, brochures, informational flyers, news releases, newspaper advertisements and other communication materials through the various print and electronic media, the District Facebook page, the district webpage, and other social media formats. The dissemination of information provides parents, employees and the community with information promoting school activities, student and staff achievements, campus achievements, and news on issues that relate to Edinburg schools and education.

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. The entire district's policy concerning the process of bringing concerns or complaints including the forms to be used can be found on-line at [ECISD Home Page](#) (under employment). A hard copy can be found at the ECISD District Personnel Office. (Please feel free to copy and use the complaint forms from the next 3 pages as needed).

EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
EDINBURG, TEXAS

DGBA
(EXHIBIT)

EMPLOYEE COMPLAINT FORM: LEVEL ONE

Any employee filing a complaint must fill out this form completely and submit it to his or her principal or immediate supervisor. All complaints will be processed in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____

2. Position/campus _____

3. Please state the date of the event or series of events causing the complaint.

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

5. Please state specific facts of which you are aware to support your complaint (list in detail).

6. Please state the remedy you seek for this complaint.

Employee signature

Date submitted

SUBMIT A COPY TO THE PERSONNEL OFFICE

1 of 1

NONDISCRIMINATION STATEMENT

Edinburg CISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX issues: Robert Vina, r.vina@ecisd.us, Coordinator of Personnel/Legal Issues, ADA/504 issues: Sofia Hinojosa, sofia.hinojosa@ecisd.us, Coordinator of Student & Social Services, 411 N. 8th Avenue, Edinburg, TX 78539, (956) 289-2300

Edinburg CISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. Las siguiente personas han sido designadas para manejar consultas sobre las políticas de no discriminación Title IX issues: Robert Vina, r.vina@ecisd.us, Coordinator of Personnel/Legal Issues, ADA/504 issues: Sofia Hinojosa, sofia.hinojosa@ecisd.us, Coordinator of Student & Social Services, 411 N. 8th Avenue, Edinburg, TX 78539, (956) 289-2300

EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
EDINBURG, TEXAS

DGBA
(EXHIBIT)

NOTICE OF APPEAL: LEVEL TWO

This form must be filled out completely by an employee appealing a Level One decision to the Superintendent or designee in accordance with the District's policies DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____

2. Position/campus _____

3. To whom did you last present your complaint? _____

Date of conference _____

4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.

Name _____

Address _____

Telephone: (_____) _____

5. Attach a copy of the original complaint.

6. Attach a copy of the Level One decision being appealed.

Employee signature

Date submitted

SUBMIT A COPY TO THE PERSONNEL OFFICE

1 of 1

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EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
EDINBURG, TEXAS

DGBA
(EXHIBIT)

NOTICE OF APPEAL TO THE BOARD: LEVEL THREE

This form must be filled out completely by an employee appealing a Level Two decision to the Board, in accordance with the District's policies DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____

2. Position/campus _____

3. To whom did you last present your complaint? _____

Date of conference _____

4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.

Name _____

Address _____

Telephone (_____) _____

5. Attach a copy of the original complaint and the Level One and Level Two decisions.

Employee signature

Date submitted

SUBMIT A COPY TO THE PERSONNEL OFFICE

1 of 1

NONDISCRIMINATION STATEMENT

Edinburg CISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX issues: Robert Vina, r.vina@ecisd.us, Coordinator of Personnel/Legal Issues, ADA/504 issues: Sofia Hinojosa, sofia.hinojosa@ecisd.us, Coordinator of Student & Social Services, 411 N. 8th Avenue, Edinburg, TX 78539, (956) 289-2300

Edinburg CISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. Las siguiente personas han sido designadas para manejar consultas sobre las políticas de no discriminación Title IX issues: Robert Vina, r.vina@ecisd.us, Coordinator of Personnel/Legal Issues, ADA/504 issues: Sofia Hinojosa, sofia.hinojosa@ecisd.us, Coordinator of Student & Social Services, 411 N. 8th Avenue, Edinburg, TX 78539, (956) 289-2300

Employee Conduct and Welfare Standards of Conduct

Policy DH

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

- **Recognize and respect the rights of students, parents, other employees and members of the community.**
- **Maintain confidentiality in all matters relating to students and coworkers.**
- **Report to work according to the assigned schedule.**
- **Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.**
- **Know and comply with department and district policies and procedures.**
- **Express concerns, complaints, or criticism through appropriate channels.**
- **Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.**
- **Use district time, funds, and property for authorized district business and activities only.**

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

The Educators' Code of Ethics adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification (19 TAC 247, 1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally knowingly or recklessly engage in deceptive practices regarding official policies of the school district educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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

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

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

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

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

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

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

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use, abuse or distribution of controlled substances, prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

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

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

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

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

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

Standard 3.7 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.8 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. **Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:**

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness, or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

Harassment of Students

Policies DH, DHB FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The district's policy regarding the definitions and procedures for reporting and investigating harassment of students and employees can be found on the district's website at www.ecisd.us to review these policies as they may change by the board of trustees during the policy adoption process. See Reporting Suspected Child Abuse, below and bullying on page 56 for additional information.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined Texas Family Code §261.001 are required by state law to make a report, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no

longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

Policy FFH, (Legal/Local)

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at Policy FFH Legal/Local. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or

termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact the **Technology Department**.

Personal Use of Electronic Communications

Policies CQ, DH

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [\[See Policy FL\]](#)
 - Confidentiality of health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law. [\[See DH \(EXHIBIT\) \]](#)
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [\[See Policy GBA\]](#)
 - Copyright law [\[See Policy CY\]](#)
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [\[See DH \(EXHIBIT\)\]](#)

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

Policy DH

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

Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* mean any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

- The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message;
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. An Employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See [Policies CPC and FL](#)]
 - Copyright law [See [Policy CY](#)]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See [Policy DH](#)]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district’s record retention policy.
- An employee shall notify his supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

[Policy DH, GB](#)

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive

- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an educator is arrested or criminally charged the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

Certified Employees. The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

Policy DHB requires superintendents and directors to report specific employee misconducts to SBEC.

Uncertified Employees. Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

Alcohol- and Drug-Abuse Prevention

Policies DH, DI, DI Exhibit

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

An employee identified for a reasonable suspicion drug and alcohol test shall be immediately removed from duty. The immediate supervisor shall consult with the appropriate department head and personnel office prior to removing an employee based on reasonable suspicion. The immediate supervisor shall contact the district police department, which shall conduct or coordinate appropriate drug and alcohol testing. An employee may also be required to give a urine sample at the work site, to be taken by a representative from a designated testing center.

Upon arrival at the testing center, or if a sample is required at the work site, the employee shall comply with all the procedures and protocol of the provider obtaining the sample and/or conducting the screening. Refusal to submit to a reasonable suspicion drug test will be grounds for disciplinary action, up to and including termination.

Failure to remain in a designated area at the work site, or to proceed immediately and directly to the test site, or violation of any procedures or protocol of the provider obtaining the sample or conducting the test, will be deemed insubordination and a refusal to submit to the test. Such refusal will be a basis for disciplinary action, up to and including termination.

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA,

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

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

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

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

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

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

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the **Safety Department at 289-2300.**

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call **E.C.I.S.D. Police Department at (956) 289-2572.**

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises

should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies, CLB, DI

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located on bulletin boards in the teachers' workrooms and office areas where they are visible to the employees. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's Web site and notify the following radio and television stations:

Radio Stations

K-TEX- FM100	973-9202
KBFM -104	973-9202
KFRQ-FM-Q 94.5	661-6000
KKPS-FM - 99.5	661-6000
KVLY- FM -107.9	661-6000
KIWW – FM - 96.1	631-5499
KGBT-FM - 98.5	631-5499
KGBT-AM - 1530	668-1530
KIRT -AM - 1580	686-2111
KURV-AM – 710 (8 a.m. – 5 p.m.)	992-8895
before 8 a.m. After 5 p.m.)	580-8255
KVMV-FM 97	787-9700

Television Stations

KVEO-CBS Channel 4	366-4423
KRGV-TV Channel 5	631-5555
KVEO-NBC Channel 23	544-2323
UNIVISION Channel 48	687-4848
KTLM-Telemundo-Channel 40	686-0040

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the **Finance and Purchasing Department** on an official electronic requisition form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a Purchase Order number issued by the ECISD Business Office. The school district will not reimburse employees or assume responsibility for purchases made without authorization. Additionally, employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact **ECISD Purchasing Department** for additional information on purchasing procedures.

Only the Superintendent of Schools or his/her designee may sign contracts or negotiate grants.

District Mail

All district mail may be opened. No personal mail or packages are to be mailed or received through the district mail.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the **Payroll Department** if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the ECISD website/payroll dept./forms.

A completed W-4 form is required for all permanent changes of:

- Address
- Marital status
- Withholding allowances
- Name changes

In addition, a copy of the employee's social security card and valid driver's license or state id is required for all name changes.

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the **Personnel Dept.** New or terminated

employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold information is submitted. Or another exception for release of information under by law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Athletic Department is responsible for scheduling the use of facilities after school hours. Contact the Athletic Director at the ECISD Cats Stadium to request to use the school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE DHB

Contract Employees Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Supervisors who have not been designated by the board to accept resignation shall instruct the employee to submit the resignation to the superintendent.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent of the board may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days, following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*. The Superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract Employees Noncontract employees may resign their positions at any time.

A written notice of resignation should be submitted to the Superintendent at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees

Policy DF Series, DHB

Employees on probationary term contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on pages 53-54. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online on the ECISD web page (www.ecisd.us).

Dismissal of Noncontract Employees

Policies DCD, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

(See *Complaints and Grievances*, pages 34-37)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

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

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

Exit Interviews and Procedures

Policies DC and CY

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with *student or a minor*
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds

- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation.
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

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

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

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

[Policies FB FFH](#)

In an effort to promote nondiscrimination and as required by law, The Edinburg Consolidated Independent School District does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the **Campus Principal/Supervisor, Title IX Coordinator, 504 Coordinator, or Superintendent.**

Student Records

[Policy FL](#)

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

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

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

Parent and Student Complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. In general, a parent or student should submit a written complaint and a request for a conference should be sent to the principal. If still unresolved, the district provides for the complaint to be presented to the Superintendent and then if still unresolved to the school board. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series, FO series

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

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

Student Attendance

Policy FEB

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

The Superintendent shall establish procedures regarding parental consent for a student to leave campus, including procedures for documenting a student's absence. The procedures shall be communicated in the employee and student handbooks.

Bullying

Policy FFI

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyberbullying to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students.

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

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, district employee or through the district's anonymous alerts page.

Hazing

Policies FNCC

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