



Substitute Handbook

July 1, 2009

IRVING INDEPENDENT SCHOOL DISTRICT

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Forward

The most important function performed in the Irving Independent School District is the instructional program in the individual classroom. The instructional program is carefully planned each day so students will have an environmental setting conducive to teaching and learning.

There are times when a classroom teacher is absent due to personal illness, illness within the teacher's family, or school business. When it is necessary for the teacher to be absent it is essential that the classroom instruction continue without interruption. The substitute teacher is called upon to fill this instructional need. Consequently, the value of a cadre of effective substitute teachers cannot be overstated.

Classroom instruction is not less important because of the absence of the regular teacher. Therefore, it is necessary for the substitute teacher to recognize the vital part played in continuing the classroom work in the interest of every child in this school district. We realize that the work of the substitute teacher is difficult and we want to give assistance in simplifying the perplexing problems that confront the substitute teachers.

We, the Board of Education and the Administrative Staff express our sincere appreciation to our corps of substitute teachers for your contribution each year to the educational program of the Irving Public Schools.

Robyn Wolters
Director of Personnel

Mission Statement

The mission of the Irving Independent School District substitute teacher corps is to provide each student with a highly qualified substitute teacher for every absence in the district in a timely, personal, and professional manner.

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 Office.

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 non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies. District 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 handbook topics, confer with their supervisor, or call the appropriate district office. Policies are available online through the district website: <http://www.irvingisd.net>. Click on "Board Policy Online" to go to our district policies.

We are anticipating a great need for substitute teachers during the school year. To meet those needs, we are asking all of our substitutes to be available for all subjects at the greatest number of campus locations possible. Substitute teachers are hired into the Irving ISD substitute pool and return to the substitute pool at the end of each assignment.

Meeting the needs of the District will be our major concern. This may result in adding or deleting substitute personnel, during the course of the school year, in an effort to meet those challenges. We highly recommend that substitutes work a minimum of 10 days per semester during the school year. This is equivalent to less than one full-day substitute assignment (on average) per week. Please contact the Substitute Office if you have extenuating circumstances that prevent you from working the minimum number of days. Cases will be considered on an individual basis.

Substitutes who are not meeting the needs of the district as well as those substitutes who do not meet the 10-day/semester requirement will be placed on "restricted" or inactive status and risk being removed from the substitute system. The decision to retain substitutes for subsequent years is contingent upon many factors including, but not limited to:

- Job acceptance rates
- Successful completion of assignments
- Number and content of any exclusions
- Refusal to work (declining jobs offered or cancelling accepted assignments)

For substitutes who plan to work more frequently, we have the following incentives to reward your efforts. See the payroll section for information on pay and incentives.

Substitutes are not to use phones or computers for personal use (including searching for future assignments) while serving on an assignment. Once an assignment is accepted, the substitute's priority is the successful completion of that assignment. The substitute's undivided attention must be with the students. This means that substitutes should be actively circulating throughout the classroom during their assignment to ensure students stay on task.

Eating and/or drinking are not permitted in the classroom. State law regulates the nutritional needs of students. Providing food/drink to students violates state law and is grounds for dismissal.

Substitutes may be excluded from a campus for a variety of reasons. In some cases, exclusion forms may be submitted to the Substitute Office after the substitute has completed the assignment. When substitutes are excluded from a campus, a copy of the exclusion form is sent to the substitute. A substitute who has been excluded from a campus may contact the Principal of that campus to discuss the situation, but under no circumstances should the substitute contact the teacher directly to discuss the situation. The decision to exclude a substitute is made by campus administration; exclusions may be overturned, but this is solely at the discretion of the campus administration.

The following are examples of, but not an all inclusive list of reasons why exclusions may occur. In some circumstances these behaviors may also lead to negative employment consequences:

- Poor classroom management
- Not following the teacher's lesson plans
- Inappropriate or inadequate communication with staff, students, or parents
- Sitting at the teacher's desk (reading, using the computer, knitting, etc) during class time
- Behavior deemed inappropriate
- Profanity (verbal/written) or obscene gestures
- Searching for assignments while students are in the classroom
- Violation of district's Acceptable Use of Technology policy
- Providing food/drink to students
- Taking food/drink from the campus cafeteria or from students unless the items were purchased by the substitute (theft)
- Eating or drinking in the classroom while students are in the classroom
- Taking item(s) such as money, food, supplies, etc from the teacher's classroom (theft)
- Failing to show up for an assignment
- Arriving late to or leaving early from an assignment
- Leaving students unattended

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EMPLOYMENT

Equal Employment Opportunity

Policy DAA

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

Employees with questions or concerns relating to discrimination on any of the bases listed above should contact Dr. Neil Dugger, Interim Superintendent.

At-Will Employment

Policy DCD

Personnel employed on an at-will basis include but are not limited to employees in the following categories: noncertified professionals (other than administrators), paraprofessionals, auxiliary personnel, substitutes, part-time and temporary employees.

The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.

Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures. **[See DN]**

At-will employees in positions normally requiring less than 12 months of service, who are expected to report to work at the beginning of the following school session, shall be provided a letter of reasonable assurance of employment. **[See CRF]**

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

A dismissed employee may request to be heard by the Board in accordance with DGBA (LOCAL).

Employee arrests and convictions

Policy DH

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to, 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
- Drug- or alcohol-related offenses
- Acts constituting abuse under the Texas Family Code

Fingerprinting

All employees hired after January 1, 2008 are required to be fingerprinted through the DPS Clearinghouse per Senate Bill 9. Existing employees may be subject to the fingerprinting process. Submitting fingerprints upon request is a requirement of employment (or continued employment). Updates (including arrests and convictions) to an employee's record are sent to the subscribing District. These updates do not negate the employee's obligation to notify Irving ISD about any arrests/convictions (as noted above under "Employee Arrests and Convictions". Depending on the content of these updates, employees may be subject to negative employment consequences.

Non-Contract Employment

Policy DC, DCD

All substitute 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.

Employment after Retirement

Policy DEG, DPB

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions or on a part-time basis without affecting their retirement benefits. TRS rules and state laws govern the amount of time a retiree may be employed without losing retirement benefits. Service retirees who retire may begin working in a Texas public school one full calendar month after the retirement date under strict conditions. Those employees in their last year prior to retirement are encouraged to contact TRS early in the year to begin completing the required paperwork. The District recommended potential retirees visit with a retirement counselor at the TRS offices in Austin. Contact TRS by calling 1-800-223-8778 or 1-512-397-6400. Assistance is also available through Jeanette Severson in the benefits office. **(See section on RETIREE SUB INFORMATION)**

Staff Development

A list of approved staff development topics is available from the Substitute Office.

POLICIES

EMPLOYEE STANDARDS OF CONDUCT

DH (LOCAL)

All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards for professional educators. [See DH EXHIBIT]

All District personnel shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

VIOLATIONS OF STANDARD OF CONDUCT

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

SAFETY REQUIREMENTS

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR ABUSE

Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. **[See DIA]**
2. Students. **[See FFH; see FFG regarding child abuse and neglect].**

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

RELATIONSHIPS WITH STUDENTS

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO USE

The possession of a burning tobacco product, the smoking of tobacco, or the use of tobacco products within all District facilities or buildings, inside any motor vehicle owned by the District, on any District owned or leased property, and at any school-related or school-sanctioned activity of the District whether on or off District property by District employees, (certified, classified or others), is prohibited. "Tobacco products" shall include, but not be limited to, cigarettes, cigars, pipes, snuff, or chewing tobacco. [See also GKA]

ALCOHOL AND DRUGS

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior altering drugs.

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

EXCEPTIONS

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.

NOTICE

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI (Exhibit)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

**ARRESTS,
INDICTMENTS,
CONVICTIONS,
AND OTHER
ADJUDICATIONS**

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

1. Crimes involving school property or funds;
2. 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.
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include but are not limited to:
 - Dishonesty, fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession, transfer, sale distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct; or
 - Acts constituting abuse under the Texas Family Code.

PROFANITY

An employee shall not use profanity or vulgar gestures at any time while acting in his/her capacity as an employee of the District.

**DRESS AND
GROOMING**

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION DIA (LOCAL)

Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF NON-DISCRIMINATION

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

DISCRIMINATION

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

HARASSMENT

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

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

SEXUAL HARASSMENT

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

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

employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

PROHIBITED CONDUCT

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

REPORTING PROCEDURES

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

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

DEFINITION OF DISTRICT OFFICIALS

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

TITLE IX COORDINATOR

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

Name: Dr. Neil Dugger
Position: Assistant Superintendent, Personnel & Administration
Address: 2621 West Airport Frwy, Irving, TX 75062-6020
Telephone: (972) 215-5210

**ADA/SECTION 504
COORDINATOR**

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities ACT of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: Dr. Neil Dugger
Position: Assistant Superintendent, Personnel & Administration
Address: 2621 West Airport Frwy, Irving, TX 75062-6020
Telephone: (972) 215-5210

SUPERINTENDENT

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

**ALTERNATIVE
REPORTING
PROCEDURES**

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

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

TIMELY REPORTING

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

NOTICE OF REPORT

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

INVESTIGATION OF THE REPORT

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

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

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

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

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

CONCLUDING THE INVESTIGATION

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

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

DISTRICT ACTION

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

CONFIDENTIALITY

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

APPEAL

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

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

RECORDS RETENTION

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years, and after this period shall only be destroyed upon authorization by the records management administrator.

ACCESS TO POLICY

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

DRUG-FREE AWARENESS PROGRAM

DI (LOCAL)

The District shall establish a drug-free awareness program to inform employees about:

- 1. The dangers of drug use and abuse in the workplace.
- 2. The District’s policy of maintaining a drug-free environment. **[See DH (L)]**
- 3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community.
- 4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions **[See exhibit at DI (L)]**

EMPLOYEE RESPONSIBILITY

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

DRUG-FREE WORKPLACE REQUIREMENTS

DI (LOCAL) - EXHIBIT

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a)(1)(B); 28 TAC 169.2

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

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within ten days of receiving such notice—from the employee or any other source—the District shall notify the granting agency of the conviction. 41[U.S.C. 702(a)(1)(D), (E)]

Within 30 calendar days of the Superintendent's receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702) and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2]

Code of Ethics and Standard Practices for Texas Educators

Professional Responsibility. The Texas educator should strive to create an atmosphere that will nurture to fulfillment, the potential of each student. The educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community. In conscientiously conducting his or her own affairs, the educator shall exemplify the highest standards of professional commitment.

Principle I: Professional Ethical Conduct. The Texas educator shall maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.

Standard 1. The educator shall not intentionally misrepresent official policies of the school district of educational institution and shall clearly distinguish those views from personal attitudes and opinions.

Standard 2. The educator shall honestly account for all funds committed to his or her charge and shall conduct financial business with integrity.

Standard 3. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 4. The educator shall accept no gratuities, gifts, or favors that impair professional judgment.

Standard 5. The educator shall not offer any favor, service, or thing of value to obtain special advantage.

Standard 6. The educator shall not falsify records, or direct or coerce others to do so.

Principle II: Professional Practices and Performance. The Texas educator, after qualifying in a manner established by law or regulation, shall assume responsibilities for professional administrative or teaching practices and professional performance and shall demonstrate competence.

Standard 1. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications and shall adhere to the terms of a contract of appointment.

Standard 2. The educator shall not deliberately or recklessly impair his or her mental or physical health or ignore social prudence, thereby affecting his or her ability to perform the duties of his or her professional assignment.

Standard 3. The educator shall organize instruction that seeks to accomplish objectives related to learning.

Standard 4. The educator shall continue professional growth.

Standard 5. The educator shall comply with written local school board policies, state regulations, and applicable state and other federal laws.

Principle III: Ethical Conduct toward Professional Colleagues. The Texas educator, in exemplifying ethical relations with colleagues, shall accord just and equitable treatment to all members of the profession.

Standard 1. The educator shall not reveal confidential information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2. The educator shall not willfully make false statements about a colleague of the school system.

Standard 3. The educator shall adhere to written local school board policies and state and federal laws regarding dismissal, evaluation, and employment processes.

Standard 4. The educator shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.

Standard 5. The educator shall not discriminate against, coerce, or harass a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

Standard 6. The educator shall not intentionally deny or impede a colleague in the exercise of enjoyment of any professional right or privilege.

Standard 7. The educator shall not use coercive means or promise special treatment in order to influence professional decisions or colleagues.

Standard 8. The educator shall have the academic freedom to teach as a professional privilege, and no educator shall interfere with such privilege except as required by state and/or federal laws.

Principle IV: Ethical Conduct toward Students. The Texas educator, in accepting a position of public trust, should measure success by progress of each student toward realization of his or her potential as an effective citizen.

Standard 1. The educator shall deal considerately and justly with each student and shall seek to resolve problems including discipline according to law and school board policy.

Standard 2. The educator shall not intentionally expose the student to disparagement.

Standard 3. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 4. The educator shall make reasonable effort to protect the student from conditions detrimental to learning, physical health, mental health, or safety.

Standard 5. The educator shall not deliberately distort facts.

Standard 6. The educator shall not unfairly exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion or family status.

Standard 7. The educator shall not unreasonably restrain the student from independent action in the pursuit of learning or deny the student access to varying points of view.

Principle V: Ethical Conduct toward Parents and Community. The Texas educator, in fulfilling citizenship responsibilities in the community, should cooperate with parents and others to improve the public schools of the community.

Standard 1. The educator shall make reasonable effort to communicate to parents information that lawfully should be revealed in the interest of the student.

Standard 2. The educator shall endeavor to understand community cultures and relate the home environment of student to the school.

Standard 3. The educator shall manifest a positive role in school-public relations.

EMPLOYEE GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES

These guidelines are provided here so that employees are aware of the responsibilities they accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

1. Expectations are as follows:

- Use of computers, other technical hardware, computer networks, and software is only allowed when granted permission by the employee's supervisor.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus, as well as on the District's Web site.
- Although the District has an Internet safety plan in place, employees are expected to notify their supervisor or the executive director of technology whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Employees who identify or know about a security problem are expected to convey the details to their supervisor or the executive director of technology without discussing it with others.
- Employees are responsible for securing technology devices when not in use and for returning them in good working condition.
- District employees are considered public servants. The online presence of employees should not be in conflict with Board policies or the District's acceptable use guidelines for technology equipment.

2. Unacceptable Conduct

- Using the network for illegal activities, including copyright or contract violations, or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file-sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite resources, i.e., online time, real-time music.
- Gaining unauthorized access anywhere on the network.

- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account, password, or ID card or allowing another user access to your account, password, or ID.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, slanderous.
- Falsifying permission, authorization of identification documents.
- Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.
- Using personal computing devices on the District's network, except for District approved cell phones.

3. Acceptable Use Guidelines are as follows:

General Guidelines:

- a.** All employees will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
- b.** Employees are responsible for their ethical and educational use of the computer online services in the District.
- c.** All policies and restrictions of the District's computer online services must be followed.
- d.** Access to the District's computer online services is a privilege and not a right. Each employee will be required to sign and adhere to the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer online services.
- e.** The use of any District computer online services in the District must be in support of education and research and in support of the educational goals and objectives of the District.
- f.** When placing, removing, or restricting access to specific databases or other District computer online services, school officials will apply the same criteria of educational suitability used for other education resources.
- g.** Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to student or other confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- h.** Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual campus administrator or technology administrator will be considered an act of vandalism and subject to disciplinary action in accordance with Board policy.

- Network Etiquette:
 - a. Be polite.
 - b. Use appropriate language.
 - c. Do not reveal personal data (home address, phone number, phone numbers of other people).
 - d. Remember that the other users of the District's computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
 - e. Users should be polite when forwarding e-mail. The intent of forwarding email should be on a need-to-know basis.

- Email:
 - a. E-mail should be used for educational or administrative purposes only.
 - b. E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by employees or any other user will not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
 - c. All e-mail and all e-mail contents are property of the District.

- Consequences:
 - a. The employee, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use.
 - b. Noncompliance with the guidelines published here, in the Student Code of Conduct, and in Board policy CQ(LOCAL) may result in suspension or termination of technology privileges and disciplinary actions. Violations of applicable state and federal law, including Texas Penal Code, Computer Crimes, Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the District.
 - c. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications using District equipment and network access is governed by the Texas Open Records Act, therefore, when legally requested, proper authorities will be given access to their contents.

Reporting Suspected Child Abuse

Policy DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.:state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspension. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). 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.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the 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. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Possession of firearms and weapons

Policies FNCC, GKA

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises 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 a building administrator immediately.

Safety

Policy CK

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

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

Employees with questions or concerns relating to safety programs and issues can contact their building principal.

Emergencies

Policy CKC

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

Dress Code/Appropriate Apparel

Employees should comply with all regulations in personal grooming and dress as stated in the student dress code. This would assume the wearing of basic foundation garments, appropriate length skirts/skorts, as well as other appropriate apparel.

Women may wear pants or skirts with an appropriate top. Short skirts, low cut tops, midriff tops, T-shirts, clingy or see-through clothing are not acceptable attire for substitutes at any time.

Men should wear slacks and a collared shirt when school is in session.

Jeans and/or tennis shoes are not acceptable attire for substitutes covering assignments (unless covering a PE assignment) except on special days as designated by the campus administration.

Individual schools and offices may make site decisions which are more explicit in defining appropriate apparel and grooming expectations for the faculty.

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.

Tobacco Use

Policies CH, GKA, FNCD

Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.

Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Dietary Supplements

Policy DH

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.

Copyrighted materials

Policy EFE

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

Bad Weather Closing

Policy CKC

The district may close school because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. Every effort will be made to render a definite decision for broadcast on the 10:00 p.m. television newscast and frequent notification by radio. If the decision cannot be made the evening before, it will be made by 5:30 a.m. in the morning. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

- | | | | | | | |
|-------------------|------|-------------------|------|-------------------|------|------|
| KRLD | KERA | KLIF | KVIL | KEGL | KZPS | WBAP |
| KESS | KLUV | | | | | |
| Channel 4 (KDFW) | | Channel 5 (KXAS) | | Channel 8 (WFAA) | | |
| Channel 11 (KTVT) | | Channel 19 (ICTN) | | Channel 33 (KDAF) | | |

GENERAL GUIDELINES

SUBSTITUTES

Working as a substitute in Irving ISD requires a dedication for teaching, commitment to the students, and the ability to be flexible to the needs of the campus.

Campus administration is tasked daily with ensuring that the needs of the students are met. As available resources are considered, changes are made which may impact a substitute's assignment. These changes will typically not impact a substitute's daily pay.

In addition, campuses may request that the substitute cover a class during what would have been the teacher's preparation period (aka "conference" period). The preparation period is intended to allow a teacher to prepare lesson plans. Since a substitute is not typically involved in preparing lesson plans (unless the substitute is on a long-term assignment which requires such), the substitute is not guaranteed time off during a preparation period.

Campuses are more likely to request those substitutes who exhibit the following:

- availability
- flexibility in changing assignments as requested by the campus
- solid class management
- an appropriate level of instruction for the students
- an appropriate level of supervision to the students

From time to time, assignments are canceled. We (teacher, campus, or Substitute Office) make every effort to notify the substitute about these cancellations. If your assignment is cancelled, we ask that you allow us to assist in finding an alternate assignment for you if you have not already done so.

INSTRUCTIONS FOR THE SUBSTITUTE TEACHER

(Authored by IISD Mentor Teachers)

1. Upon arrival at the school, the substitute teacher should
 - Report to the principal's office and sign in on the SIGN-IN / SIGN OUT sheet which is generally located near the teacher's mail box area. You must include your employee # when you sign in.
 - Substitutes may be provided a daily badge at the campus. This badge must be worn at all times.
 - Pick up the substitute folder from the principal. In it, you should find information concerning the room assignment, bell schedules, fire drill regulations, lunch period times, and other schedules which concern the teacher's regular work day. A map of the building should also be included along with the names of teachers who will be of assistance to you should you need it.
2. After reaching the classroom the substitute teacher should
 - Check the room environment, note lighting, shades, blinds or curtains, heating or cooling, etc. The seating arrangement of desks/tables is most important.
 - The substitute folder compiled by the teacher will be in a prominent place on the desk in the room. The daily class schedule and seating chart should be part of that folder. Any information regarding students, e.g. students whose assignments should be modified will be in that folder along with references to any special attention which should be made to physically disabled students who may be present.
 - PUNCTUALITY IS KEY! You must be in the room well in advance of the class and ready for the day, having gone over the plans left for you. Write your name and enter the assignment on the board, regardless of the level of instruction (elementary or secondary).
3. Make it clear that you will follow the regular teacher's discipline rules!
 - All discipline cases which cannot be handled in the room without loss of morale or teaching time should be referred to the office. The referral forms should be part of the substitute folder. REMEMBER: If you send a student to the office, you MUST DETAIL the reasons for the referral. DO NOT send them for inconsequential reasons: no pen, no book, etc. USE COMMON SENSE!
 - UNDER NO CIRCUMSTANCES should the substitute teacher administer corporal punishment to students under his/her supervision. UNDER NO CIRCUMSTANCES should the substitute use abusive or demeaning language toward the students. Substitutes should be respectful of our students' cultural diversity at all times.
4. The class roll should be checked at the beginning of each class period as well as against the seating chart. Absences should be clearly marked as indicated by the office substitute folder. Write on the class rolls (no red ink!). Use an "A" to indicate an absence. Other attendance marks should be noted in the office substitute folder.

5. Student seatwork should not be left for the regular teacher to grade unless that teacher has left specific instructions to that effect. UNDER NO CIRCUMSTANCES change the assignment which brought about the seatwork; UNDER NO CIRCUMSTANCES criticize the teacher for the nature of the assignment. Once the seatwork begins, do not sit behind the desk; instead, move about continually monitoring assignment progress as well as behavior. In long term duty, to better facilitate memorizing student names (which in turn facilitates better instruction), it is good to carry the seating chart with you as you move about spotting particular students.

THE SUBSTITUTE SHOULD NOT MONITOR A CLASS WHILE CHEWING GUM OR READING A BOOK DURING SEATWORK.

6. The substitute should check the duty sheet in the office substitute folder for any duties the regular teacher is expected to fulfill. The substitute is expected to report for these duties wherever and whenever they occur. Example: Duties on the secondary level might include monitoring behavior in the cafeteria, bus duty, gym duty, etc.
7. In the schools where “teaming” occurs, the substitute is expected to be present during the teaming period (when the teachers on an academic team meet to discuss team activities), and take notes for the regular teacher in order to keep him/her apprised of the business conducted.
8. Homework should be assigned only if the regular teacher requests it as part of the lesson extension. No add-ons are permitted by the substitute as a disciplinary action. Example add-ons: Copying pages from the dictionary or encyclopedia; completing additional math problems; writing “I will not _____” a prescribed number of times citing the “sins” committed by the student.
9. The substitute teacher should not receive money from children unless specifically instructed to do so by the principal. If money is collected by the substitute it should never be left in the classroom. Deposit it as soon as possible with the office personnel or principal. The substitute teacher should not loan lunch money to students. Pupils are aware of the principal’s procedure for assisting with this need. If you have a need to take up an item of value from any student, you are responsible for that article until it is returned to the student or until it is given to the building principal.
10. Using the Substitute Teacher feedback form, a short summary of what has been done during the regular teacher’s absence is to be completed.
11. Only the regular teacher should withdraw a student. If the student is moving, the withdrawal is handled by the office.
12. New textbooks, workbooks, or library books should be issued by the regular teacher unless otherwise requested to do so by the principal. Should a new student enter during the regular teacher’s absence, on the secondary level, books for that student are generally issued by the office.

13. Before leaving the building at the end of the day, the substitute teacher should:
 - a. Follow good housekeeping procedures.
 - b. Place all materials in the proper places.
 - c. Stay in the room until all students have gone.
 - d. Complete the Substitute Teacher Feedback Form, if one is offered, and return it to the building principal responsible for substitute teachers.
 - e. Sign out in the office.
 - f. Get instructions as to what to expect for the following day if there are to be several days of service. It is a good practice to obtain the telephone number of the regular teacher and contact him/her regarding the day's progress and receive further instructions if the regular teacher is to be absent another day. If there is prior knowledge that substitution will cover long term, there is no need to do so unless circumstances mandate this action.
14. If you have any questions or problems concerning your work, the classroom, individual children, etc., contact the campus administrator responsible for substitute teachers.
15. Always remember to check the substitute folder in the teacher's room for the names of teachers nearby who will be of assistance, particularly in extenuating circumstances.

ADDED NOTE: FOLLOWING SUBSTITUTION DUTY, REMEMBER NEVER TO DISCUSS STUDENTS WITH WHOM YOU HAVE COME IN CONTACT.

Irving ISD Department of Special Education

Substitute Teachers in Special Education Settings

Substitute teachers are an important asset to the effective operation of special education services for students with disabilities. Following are important points to consider when substituting in a special education setting:

1. Confidentiality Guidelines

Students with disabilities are protected under the Family Educational Rights and Privacy Act (FERPA). This is a federal law that guarantees all students, including students with disabilities, the right to confidentiality of all educational records. FERPA defines educational records very broadly. Basically, any information concerning a student that is known by the school could be considered an educational record. By law, educational records can only be shared with personnel having a 'legitimate educational interest' in certain information related to the students you are working with on any given day. However, the information you are entitled to have is limited by the scope of your substitute assignment. The building principal will play a significant role in determining what confidential information should be shared with you during any substitute assignment.

Once you are provided with information concerning the students with whom you work, you are obligated to keep this information confidential. You cannot share it with anyone who does not have a legitimate educational interest in the information. This includes even the information that a student receives special education services. For example, you cannot mention to your friend at church on Wednesday night that you have found out that Mrs. Smith's daughter is in special ed. Sharing this information is a violation of FERPA. Neither can you talk about any situation involving a student with another teacher or aide who does not have a legitimate educational interest in those experiences. The building principal has a legitimate educational interest in knowing about any situation arising with a student while you are substituting on the campus. The classroom teacher for whom you substituted also has a legitimate educational interest in what happened with his/her students during his/her absence.

Confidentiality issues can be confusing. Depending on the situation, it is often unclear what information you can share and what information you cannot. We recommend discussing any questions or concerns you have about confidentiality with the building principal. This will ensure that you are correctly following the laws in place to protect student confidentiality.

2. Life Skills Classroom

You may be called upon to substitute in a special education life skills classroom. A life skills classroom is a special education classroom that serves students with fairly significant disabilities. Students in a life skills classroom typically have mental retardation and may also have any number of physical disabilities. Life skills classrooms provide very specialized support to students, often helping students learn how to take care of their

personal care needs, how to communicate well with others, how to complete basic academic tasks, and how to work in the community. Students with significant physical disabilities in this setting may require substantial assistance in meeting basic needs, including feeding, toileting, diapering, etc.

Most life skills classrooms have at least one, if not more, instructional aides assigned to assist the teacher. When you substitute in a life skills classroom, the instructional aides will be a valuable resource in assisting you to perform your substitute duties. We encourage you to work with the instructional aides in implementing the lesson plan left for you by the classroom teacher.

3. Inclusion Teacher

You may be called to substitute for an inclusion teacher. Inclusion teachers are special education teachers who go into general education classrooms to work collaboratively with the general education teacher in meeting the needs of all students in the class, including students with disabilities. General education teachers depend on the presence of this inclusion teacher, so it is important that you follow the inclusion schedule left for you, arriving in class on time and assisting in any way you are asked. Do not be surprised if you do not know who the students with disabilities are as you substitute for the inclusion teacher. Your focus in this setting may not be so much about who is receiving special education services as which students need your assistance during this class period—and the students needing your help may or may not be in special education.

4. Resource Classroom

Substituting in a special education resource classroom means that students with disabilities will come to you for instruction in a specific academic area, typically reading, language arts, or math. Students in this setting often spend a majority of their day in the general education classroom, but come to the resource classroom for specialized instruction in order to meet their academic needs. Students may be using curriculum materials that are different from the materials used in the general education classroom. Students may also be working on skills that other students of the same age mastered at a lower grade level. Following the lesson plans left for you by the resource teacher will help you meet student needs and help the students progress according to the plan being followed by the resource teacher.

5. Preschool Program for Children with Disabilities (PPCD)

PPCD classes serve students with disabilities ages 3 through 5. Students in the PPCD class may have a range of disabilities from mild to significant. Students with significant disabilities may need a considerable amount of assistance throughout the day in meeting their personal needs. This could include feeding, toileting, diapering, and a number of behavioral needs. Most PPCD classes have at least one instructional aide assigned to assist the teacher. When substituting in a PPCD class, the instructional aide will be a valuable resource in meeting student needs—particularly the needs of significantly disabled students. Substitute teachers should follow the lesson plan and utilize the instructional aide to assure student needs are met.

6. Self-Contained Classes for Students with Highly Specialized Needs

Some campuses have specialized classes for students with highly specialized needs. Students with autism, for example, may be served in a classroom specially designed to meet the needs of students with this disability. If you are called upon to substitute in a classroom for students with highly specialized needs, we recommend that you follow the lesson plan carefully and utilize instructional aides assigned to the classroom to assist you in implementation of the lesson plan. Due to the unique needs of students in this type of setting, a certain kind of structure and routine may be critical in order for students to have a productive day. While you are not expected to know the structure and routine needed by these students as a substitute teacher, it is critical that you be sensitive to the typical structure and routine of the classroom and use all available resources—including the instructional aide—to maintain to the best of your ability the structure and routine to which the students are accustomed.

7. Conclusion

Substituting in a special education setting is both challenging and rewarding. Thank you for your willingness to work with Irving ISD in meeting the needs of its students, including students with disabilities. Keep in mind that the building principal and special education lead teacher on each campus is committed to your success as a substitute teacher in a special education setting. Please call upon these campus leaders any time you need assistance in performing your duties.

CLINIC PROCEDURES & GUIDELINES TO ASSIST CLINIC SUBSTITUTES

The main objectives of the campus clinics are health promotion, disease prevention, and emergency first aid. Health Services stresses personal responsibility as the key to good health and fitness. The correlation between poor health and poor academic experiences has been repeatedly documented. Healthy children learn better.

The mission of Health Services is to provide a safe environment, healthy experiences and education to foster development of responsible healthy students. Your cooperation in reinforcing the concept that individuals must be self-responsible—thereby being empowered to take positive steps to ensure good health and a successful academic experience will support this mission.

When subbing in the clinic, first and foremost always check the clinic sub notebook for guidance in the care of students with medical conditions. There will be other helpful information as well.

It will be helpful for you to know:

1. To come to the clinic, students must have a hand-written “clinic pass” including date, the student’s full name, teacher’s name, time leaving class and the reason for visiting the clinic. If a student comes to the clinic without a pass and the need is not emergent, send the student to their teacher for a “clinic pass” to return to the clinic. This ensures the teacher knows where their student is. When the student is ready to return to class, it is important to note the time of discharge from the clinic on the pass and on your documentation log/computer entry. If the student is sent home it is important that you notify the teacher especially for elementary students. Each campus has a system for parents to sign out their child.
2. You should be aware that each classroom is encouraged to keep band-aids available for simple cuts, scrapes, blisters, etc. Students may apply the band-aids after washing with soap and water – self responsibility. Encourage students to self care for minor scrapes and bruises, then check with the teacher to determine if they need additional first aid supplies.
3. If a student comes to the clinic with minor complaints i.e. headache, menstrual cramps, advise students that medications are not stocked or provided in the clinic. If necessary, parent must be called for medication to ease symptoms. All medications whether prescribed or over the counter must be authorized and a form signed by the parent. Be certain you are familiar with the medication policy.
4. You may need to remind students they are encouraged to remain in class the first and last hour of the day. The clinic is providing health testing and case management during this period of time.
5. If you are concerned about the frequency of a student’s request to come to the clinic, feel free to contact the teacher and express any concerns you might have.

6. Students who complain of minor discomfort should try to take care of themselves when coming to the clinic.
 - a. Drink a significant amount of water (fills empty stomach, soothes sore throat, liquefies respiratory secretions, and replaces fluid loss)
 - b. Go to the rest room
 - c. Using relaxation techniques.
7. The teacher should be aware that if a student states they must go to the clinic for daily medications, they are to ask for the pass indicating this is a regular occurrence or the teacher should check with the clinic to validate the need for medication administration.
8. The clinic will be closed during lunch time. Check the sub notebook to determine the time the clinic is usually closed for lunch. It will likely be after all noon medications are given. Only students with medical emergencies should be coming during lunch time however as the sub, similar to the nurse, you will be called back to duty for an injured or ill child.
9. If a child comes to the clinic with a head injury the parent must be notified immediately. If unsure about the protocol feel free to call the director or another school nurse.
10. You may find you have questions regarding policy and procedures. When in doubt always call another nurse or the director for clarification.

For Secondary Schools

1. Only students with emergencies should be allowed to visit the clinic 1st and 6th periods. If their condition is not emergent, encourage their return to class.
2. Carefully notate the return times on passes and on computer entry.
3. The clinic phone is not to be used for students to make phone calls for detention, or tutoring etc.

RETIREE SUB INFORMATION

Substitute teachers who are drawing Teacher Retirement System benefits are eligible to substitute*. **It is the responsibility of the substitute who is drawing retirement benefits to notify the Personnel Office with their official date of retirement.**

Legislative Update Concerning Retiree Subs

House Bill 3237, enacted by the 78th Texas Legislature, allows a retiree to work ***both*** as a substitute and on a half time basis during a singular month, so long as the total number of days worked do not exceed the number of days for ½ time employment for that month. The change in the law became effective September 1, 2003, and applies to both service and disability retirees.

While this information was included in the August 2003 TRS Newsletter, some confusion arose from the way in which the bill was described. Therefore, they have added the work “both” in italics in the above description to eliminate any remaining uncertainty over the impact of this law.

Service Retirees Who Retired Prior to January 1, 2001

The changes in employment after retirement in House Bill 2169 and House Bill 3237 do not apply to those who retired prior to January 1, 2001, with the exception of disability retirees (See the related article in the August 2003 TRS News). Service retirees who retired prior to January 1, 2001 may be employed in any capacity in the Texas public education system without forfeiture of benefits following a one month break in service, with the exception of substitute service in a vacant position.

For further information check the TRS website at www.trs.state.tx.us or call the Texas Teacher Retirement System of Texas at 1-800-223-8778.

TRS Board Adopts New Definition of Substitute Retirement After Retirement

The Texas Legislature enacted a new law requiring surcharge payments by employers who hire certain TRS retirees in 2005. In September, the TRS Board of Trustees then adopted new implementation rules. Under the rules, the surcharge payments apply only to retirees working in positions eligible for TRS membership. Because substitute service is no longer eligible for membership, the surcharge is not owed on retirees serving as substitutes. However the board adopted a new definition for substitute service that removes the “daily, on call” language.

The board now specifies that, for the purposes of employment after retirement, a substitute is a person who serves on a temporary basis **in the place of a current employee** and that the substitute’s pay does not exceed the rate of pay for substitute work established by the employer. Based on this new definition, if the retiree is serving as a substitute in a vacant position (i.e., no other person currently holds the position), the retiree is not a “substitute” for TRS purposes.

If the retiree is serving in the place of a current employee, the retiree may serve as a substitute for an extended period. There is no limit to the number of days the retiree can serve in that position as a substitute. Also, there is no need to call the retiree on a “daily basis” to arrange for coverage for the position held by another current employee.

If the retiree is serving in a vacant position, the employer must determine whether the position would be covered by TRS if filled by a person other than a TRS retiree. For example, if the employer determines the position is temporary (for a period of less than 4 ½ months) or less than one-half (part time employment), surcharges are not owed on the retiree serving in that position.

Surcharges are owed on the retiree serving in such a position if it is:

- For at least one-half time for a period of 4 ½ months or more, or
- For at least one-half time for an indefinite period, and
- Eligible for TRS membership. See TRS emergency rules 31.1, 31.41, and 41.4 on the “About TRS” page of the TRS website, under “TRS Laws and Rules”, for more information about the surcharges.

Additionally, retiree service that does not meet the “substitute” definition may not be reported on the Employment of Retired Members report as substitute service. If the service is in a vacant position, the retiree employment must meet the requirements of one of the other exceptions to the return-to-work limits to avoid the forfeiture of annuity payments. Half-time employment meets the requirements for the one-half time exception to the forfeiture of annuities. However, it will trigger the payment of surcharges. Temporary employment for a period less than 4 ½ months will avoid the payment of the surcharges. However, it must be reported either as one-half or full-time for a period of no more than 6 months to avoid the forfeiture of annuities for the retiree.

If the retiree has served previously in the same school year as a substitute, the service must be limited to one-half time to avoid loss of any annuity (Substitute service can be combined with one-half time service either in the same school year or in the same calendar month. However, this can be done only if the total amount of time worked in that calendar month does not exceed one-half time). To avoid both the surcharges and the loss of annuities, the employment must either be substitute service or be less than one-half time.

The TRS Board of Trustees recently (April 2007) adopted changes to several TRS rules that affect reporting entities. The rules, as amended, are in effect now and are available on the TRS website. The changes include:

Employment after Retirement (EAR) – Changes relating to paid time off and time an employer is closed for business.

Under rule 31.14, retirees may be employed on a one-half time basis without loss of their annuity for the months of employment. The changes to this rule clarify that paid time off is considered employment for the purpose of determining the amount of time worked in a given

calendar month. Paid time off reduces the amount of time the retiree working under the one-half time exception can work during the calendar month. Additionally, the rule changes clarify that the hours a reporting entity is scheduled to be closed for business are not included in the total number of hours available for work when calculating the maximum number of hours available for one-half time employment in a given month. For example, if the reporting entity was closed for business from December 18 – December 31, 2006, the work hours available in the month of December were reduced because there were only 11 workdays available.

Under rule 31.15, retirees may be employed on as much as full time for no more than six months in a school year without loss of their annuity for the months of employment, if the work meets all of the requirements of the rule. As discussed for Rule 31.14 above, rule 31.15 also now clarifies that paid time off is considered employment. Considering paid leave as time worked will result in the forfeiture of the monthly annuity when the paid leave is taken in any month after the sixth month of full time employment. For example, if a retiree working under the six-month exception has already worked six months, using paid leave for the number of work days in June will not avoid the loss of annuity for June.

Employee or Independent Contractor?

As a general rule individuals performing services for TRS reporting entities are employees of the entity. The determination of whether an individual is an employee or an independent contractor is initially made by the reporting entity. If a question arises regarding the nature of the employment relationship, TRS reviews the specific facts of the arrangement and considers the factors established in common law to determine if the employment arrangement is one of an independent contractor. If TRS disagrees with the reporting entity's determination, TRS decision controls. Questions regarding the type of employment arrangement most often arise when the worker is a TRS retiree. Because of the consequences of incorrectly classifying the employment arrangement can be severe, TRS urges reporting entities to consult with an attorney regarding the work arrangement.

Usually, if the reporting entity has only the right to control or direct the result of the work and not the means and methods of accomplishing the result, it means that the individual is an independent contractor. But it is not unusual for a TRS reporting entity to arrive at the same answer to the question of control for almost every professional employee. The reporting entity must look more closely at the relationship to examine all evidence of control over the individual – including behavioral and financial control, as well as the type of relationship itself. The more central the services performed by the worker are to the regular business or mission of the reporting entity, the more likely the worker is an employee.

TRS offers the following observations to assist reporting entities in resolving the employee versus independent contractor question:

- Teachers, assistant principals/principals, and superintendents are employees, not independent contractors.
- If the last individual who performed the assignment was an employee, it is likely that the current individual performing the assignment is an employee.

- If you employ other individuals to perform the same or similar tasks, it is likely that all the persons performing the same or similar tasks are employees.
- If other reporting entities in your geographic area commonly employ individuals to perform the same or similar tasks, it is likely that the individual performing that same or similar task for your reporting entity is an employee.
- “Interim” status does not change the nature of the relationship, only the length of time it is expected to continue.
- The fact that the individual will only be working for a short period of time or an “interim” basis until a permanent employee can be found does not make this individual an independent contractor.
- If the individual hired to perform the duties on a permanent basis will be an employee, it is likely that the individual serving on an “interim” basis is also an employee.
- If the arrangement is only available to retirees, the working is most likely an employee, not an independent contractor.
- If the arrangement is only available for highly paid positions, it is likely that the individual serving in the position is an employee, not an independent contractor.

SUBSTITUTE MANAGEMENT SYSTEM

Substitute personnel are hired for the Irving ISD general substitute pool. The substitute pool is called upon to cover daily absences throughout the district. Assignments range from one half day to several weeks in length. **Substitutes return to the general substitute pool at the completion of each assignment.**

All substitutes will be registered with the Substitute Management System and made available to all campuses (barring any exclusions that may be on file). Substitutes may adjust their calendar, work schedule, and campus availability; however, changing any of these parameters is the **substitute's choice** and will decrease the opportunities to secure assignments.

Assignments may be reviewed and accepted online or over the phone. Substitutes will be supplied with a log-in and PIN to access the substitute management system after completing the new hire process. The substitute management system contacts (via phone) available substitutes during the following times:

- 5:30 am to 12:00 pm (noon)
- 4:30 pm to 10:15 pm

After accepting an assignment, the substitute management system will not offer additional assignments covering the same time frame. The confirmation number provided is exclusive to a given assignment. It ensures that the substitute receives credit (payment) for the accepted assignment. Substitutes should record and keep track of their confirmation numbers; having these numbers available is particularly helpful in resolving any pay discrepancy. In the event of two substitutes showing up for the same assignment, the substitute with the confirmation number will be paid for that assignment.

Teachers have been instructed to contact substitutes prior to assigning them to an absence. Substitutes should contact the Substitute Office if they are assigned to an absence that they did not accept and was not previously discussed with them.

Generally assignments may only be canceled with a 24-hour advance notice, but this notice may vary from campus to campus. Assignments may NOT be canceled in attempt to accept another assignment within Irving ISD. Assignments should be reviewed and accepted with the intent of following through on the assignment. Campuses rely on the substitute's commitment to fulfill the accepted assignment.

****In the event of a true emergency, substitutes should contact both the campus AND the Substitute Office if unable to fulfill their commitment to cover an assignment.****

Substitutes should review their personal information on the substitute management system to ensure its accuracy. Because some personal information (phone number, email address, etc) may be designated as a key field, substitutes must provide a written request to Substitute Office for any changes to personal information.

PAYROLL

**IRVING INDEPENDENT SCHOOL DISTRICT
SUBSTITUTE EMPLOYEE COMPENSATION SCHEDULE
2009-2010**

SUBSTITUTE TEACHER

BS Degree, Valid Teaching Certificate, & Former IISD Teacher	\$85 per day
BS Degree & Valid Teaching Certificate	\$80 per day
BS Degree & No Teaching Certificate	\$75 per day
No BS Degree	\$70 per day

CLINIC

BS Degree or RN Certificate	\$80 per day
No Certificate	\$70 per day

PARAPROFESSIONAL (regardless of education or certification)

All paraprofessional vacancies/absences	\$65 per day
Administration Building Receptionist (training required)*	\$85 per day

INCENTIVES

Completed Substitute STAFF DEVELOPMENT Training	+ \$5 per day
MONDAY or FRIDAY (Full Day Assignment)	+ \$10 per day
CONSECUTIVE Days of Service	
11 th day in the same assignment	+ \$10 per day
21 st day in the same assignment	+ \$5 per day
CUMULATIVE Days Worked in 2009-2010 School Year Bonus	90–139 days = \$600
Paid with June 2010 Paycheck	140+ days = \$1200

In certain long-term assignments*, a negotiated compensation rate not to exceed \$150 per day may be authorized by the Personnel Department. Considerations will include:

- Principal approval
- Responsible for planning instruction
- Responsible for grading student work
- Assignment for a minimum of six consecutive weeks
- Substitute must be in attendance 93% of scheduled assignment
- Other extenuating circumstances

This rate may be effective from the first day of the assignment.

**** Substitutes covering the Administration Building Receptionist as well as those covering long-term assignments (@\$150/day) are not eligible to receive the Monday/Friday incentives.***

A “day” is defined as a Full Day Assignment (4.5+ hours), or two Half-Day Assignments (less than 4.5 hours).

Substitute teachers are paid once a month. The number of days in each pay period can be found on the Substitute page of the Irving ISD Website (<http://www.irvingisd.net/substitutes/default.htm>) under "Substitute Pay and Pay Dates". Days worked subsequent to the payroll cutoff date will be included on the following month's check.

Direct Deposit

It is highly recommended that substitutes sign up for Direct Deposit. Accounts may be set up any bank (or credit union) that is a member of the Automated Clearinghouse. If you do not have a bank account, you may set up an account with the banking facility used by the District (please contact the payroll department at 972-215-5410 for details). Direct deposit will typically begin 2 pay periods following the receipt of your completed Direct Deposit request form.

The District is NOT responsible for lost/delayed checks. A Stop Payment may be placed on your check only after 10 business days have passed.

The final paycheck of a departing employee will not be direct deposited. Address changes must be submitted to the Substitute Office in writing. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The rate of pay for substitute teachers is set by the Board of Trustees. The salary schedule, as adopted by the Board, is listed on the District website (<http://www.irvingisd.net/schedules.htm>)

Payroll Deductions

Medicare tax deductions are required for all employees hired after March 31, 1986. All full time employees participate in the TRS retirement system (with the exception of TRS retirees). Temporary, part-time and substitute employees must participate in the FICA Alternative plan. The FICA Alternative plan replaces Social Security.

Viewing Paychecks Online

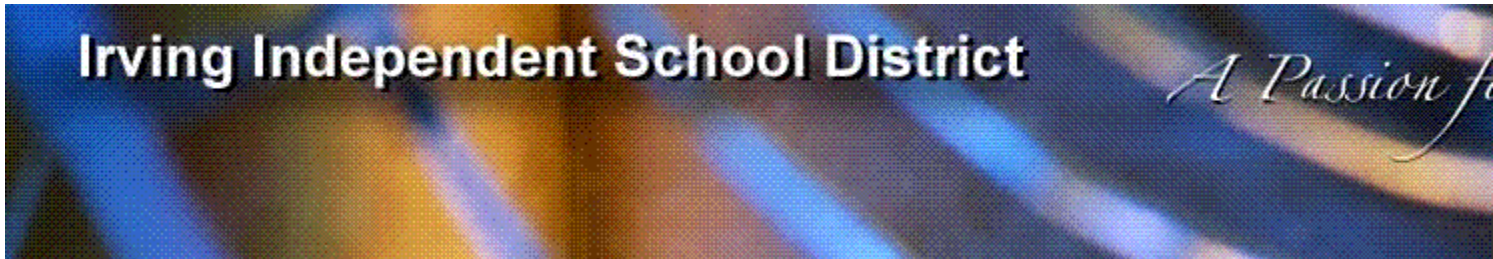
You may check the amount of your paycheck online through Munis Self Service. Munis Self Service can be accessed via the Irving ISD website:

<http://www.irvingisd.net/ppage/MUNIS.htm>

Use the log-in instructions below to log on to Munis Self Service:

http://www.irvingisd.net/ppage/MUNIS_Login.htm

If you are logging in for the first time, you will be prompted to change the default password. Once you have changed your password and logged in using the new password, you should see the following screen:

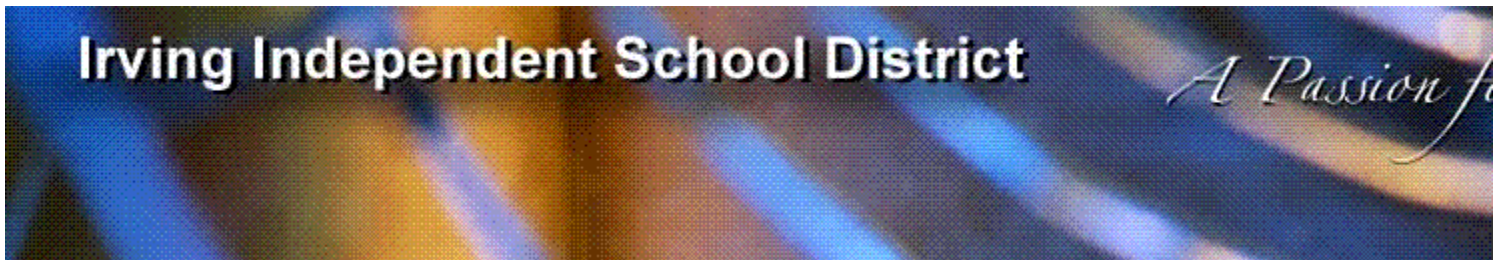


MUNIS Self Service

Your Name Here |Home |My Account |Log Out

- Home*
 - Employee Self Service*
 - Employment Opportunities*
- Welcome to MSS*
Home

Select "Employee Self Service" from the menu on the left side of the screen. Once this has been selected, the menu expands to reveal additional choices below "Employee Self Service".



MUNIS Self Service

Your Name Here |Home |My Account |Log Out

- Home*
- Employee Self Service***
- Personal Information*
- Pay/Tax Information***
- Time Off*
- Benefits*
- Training Opportunities*
- Performance Review*
- Substitute Teaching*

Now select "Pay/Tax Information" from the expanded menu. Once this has been selected, the menu expands to reveal additional choices below "Pay/Tax Information". From here you may view W-2 or W-4 information, view year-to-date (YTD) earnings, or view individual checks.



MUNIS Self Service

Your Name Here |Home |My Account |Log Out

- Home
- Employee Self Service
- Personal Information
- Pay/Tax Information**
- YTD Information**
- W-2
- W-4
- Time Off
- Benefits
- Training
- Opportunities
- Performance Review
- Substitute Teaching

Pay/Tax Information
Year 2009

Check Date	**Pay Period**	Status	Gross Pay	Net Pay	
5/27/2009	5/1/2009 - 5/31/2009		\$	\$	View Details
4/27/2009	4/1/2009 - 4/30/2009		\$	\$	View Details
3/27/2009	3/1/2009 - 3/31/2009		\$	\$	View Details
2/27/2009	2/1/2009 - 2/28/2009		\$	\$	View Details
1/27/2009	1/1/2009 - 1/31/2009		\$	\$	View Details

When viewing check information, it is important to note the following:

Because Irving ISD has more than one defined payroll (some employees are paid on a bi-weekly basis while other employees are paid on a monthly basis), Munis Self Service shows the pay period covering the 1st of the month through the end of the month during which you receive your check (see above).

****Your monthly pay check covers time worked from (approximately) the 15th of the previous month through (approximately) the 15th of the month during which you receive your check (see the substitute page for specific dates: <http://www.irvingisd.net/substitutes/default.htm>).****

Tax Sheltered Annuity Program

Policy CRG

Under this District-sponsored program, all employees may reduce their current income tax payments and provide for additional cash accumulation or retirement income at the same time by entering into a Salary Reduction Agreement with the District whereby a certain amount of the employee's income is redirected into a tax sheltered annuity program. The income tax aspects of this program are governed by Section 403(b) of the Internal Revenue Code (IRC). Employees may engage in tax-sheltered annuity programs offered by any agent, broker, or company that complies with the guidelines established by TRS. Annuity enrollments or changes can be processed in any month of the year. To do so, employees need to contact the District's Third Party Administrator, National Plan Administrators by calling 1-800-880-2776. This program is available to all employees regardless of the number of hours worked.

Health, Dental, and Life Insurance

Seasonal, substitute, and temporary positions are not eligible for benefits.

Workers' Compensation Coverage

Any employee of the Irving ISD paid by the hour, day, week, month, or year is covered by Workers' Compensation while "on duty" with the District, including all substitute job positions. This coverage applies to injuries sustained while acting in the course and scope of employment with the District.

Under this coverage, you receive "reasonable and necessary" medical benefits to treat your work-related injury, but must be treated by an approved doctor/medical provider under Workers' Compensation. You also have partial wage replacement benefits should your doctor certify that you are unable to work due to your work-related injury.

Any employee who is injured on the job must notify his/her building supervisor immediately (within 24 business hours).

The Irving Independent School District, as your employer, is required to advise you of the following:

1. Notification of Workers' Compensation Coverage: The Irving Independent School District is self-insured and provides protection for you under the Texas Workers' Compensation law. You can get more information about Workers' Compensation by calling 1-800-252-7031 or logging onto <http://tdi.state.tx.us/wc/indexwe.html>
2. The Customer Service Program is a free service. This program helps individuals understand how the system works. For more information concerning this program call 1-800-252-7031.
3. Notice to Employee: The Division of Workers' Compensation established a 24-hour toll-free number for reporting unsafe conditions in the workplace that may violate

occupational health and safety laws. Law prohibits the Irving Independent School District from suspending, terminating, or discriminating against any employee, who in good faith, reports an alleged occupational health or safety violation. To make a report, call 1-800-452-9595.

In order to claim benefits from the District, employees must complete, sign, and have their campus supervisor sign an “Employee First Report of Injury” form. This form must be completed and sent to the Risk Manager by interoffice mail or by fax (972) 215-5239, no later than 24 business hours after the incident. Please refer to the District website at www.irvingisd.net/workerscomp for complete information and assistance.

The Risk Manager for Irving ISD is Judyann Robinson. She can be reached at 972-600-5417.

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 under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Risk Manager at 972-600-5417.

Assault Leave

In addition to all other days of leave, a District employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from physical injuries sustained as a result of the assault. At the request of an employee the District must immediately assign the employee to assault leave. Days of assault leave may not be deducted from accrued personal leave. Assault leave may not extend more than two years beyond the date of the assault. Following an investigation of the claim, the District may change the assault leave status and charge the leave against the employee's pay.

Notwithstanding any other law, assault leave benefits due to an employee shall be coordinated with temporary income benefits due from workers' compensation so the employee's total compensation from temporary income benefits and assault leave policy benefits will equal 100 percent of the employee's weekly rate of pay.

TERMINATION OF EMPLOYMENT

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE

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

Dismissal of Noncontract Employees

Policy DCD

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

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance 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 grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances is reprinted as follows:

EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA (LOCAL)

This policy provides employees an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Board intends that, whenever feasible, grievances shall not be construed to create new or additional rights beyond those granted by Board policy or law.

DEFINITIONS

For purposes of this policy, "days" shall mean calendar days.
The terms "complaint" and "grievance" shall have the same meaning.

A grievance under this policy may include, but shall not be limited to, any of the following:

1. Grievances concerning an employee's wages, hours, or conditions of work.
2. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability.
3. Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.
4. "Whistleblower" complaints.

OTHER REVIEW PROCESSES

Procedures and information regarding sexual harassment by other employees are found at DHC and information regarding federal nondiscrimination is found at DAA.

An employee's dismissal or nonrenewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

The following are governed by other review processes and are not subject to this policy:

1. Grievances regarding suspension of a contractual employee without pay: DF Series
2. Grievances regarding termination of an employment contract governed by Chapter 21 of the Education Code: DF Series
3. Grievances against a District peace officer: CKE
4. Grievances regarding instructional materials: EFA

NOTICE TO EMPLOYEES

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

FREEDOM FROM RETALIATION

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a grievance under this policy. [See DG]

'WHISTLEBLOWER' COMPLAINTS

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within 15 days after the date the alleged adverse employment action occurred or the employee first knew of the alleged adverse action. The complaint shall first be filed in accordance with LEVEL TWO, below. Time lines for the employee and the District set out in this policy may be shortened to allow the board to make a final decision within 60 days of the initiation of the complaint.

GENERAL PROVISIONS

A grievance must specify the individual harm alleged. An employee is prohibited from bringing separate or serial grievances regarding the same event or action. All time limits shall be strictly complied with unless modified by mutual consent. Costs of any grievance shall be paid by the party incurring them.

CONSOLIDATION

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

DECISIONS

Announcing a decision in the employee's presence constitutes communication of the decision.

INITIATING GRIEVANCE

Unless otherwise specified in policy, an employee shall initiate a grievance as provided at LEVEL ONE, below.

LEVEL ONE

An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting a grievance in writing on a form provided by the District. The form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining.

The principal or supervisor shall hold the conference within seven days after receipt of the written request. The principal or supervisor shall have seven days following the conference within which to respond.

LEVEL TWO

If the outcome of the conference at Level One is not to the employee's satisfaction or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to discuss the grievance. The request shall be in writing on a form provided by the District and must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline.

The Superintendent or designee shall hold the conference within seven days after receiving the written request. The Superintendent or designee shall have seven days following the conference within which to respond.

LEVEL THREE

If the outcome of the conference at Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may submit to the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. The request shall be

in writing on a form provided by the District and must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the meeting.

The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

PRESENTATION

The presiding officer may set reasonable time limits. The Board shall hear the grievance and may request a response from the administration. The District shall make an audiotape record of the Level Three proceeding before the Board.

The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

HEARING

Employees who are granted a hearing shall be afforded that hearing with the Board in a meeting that includes the hearing as an item in the posted agenda. The Board may choose to designate someone other than the Board President to conduct the hearing. If it does so, then the duties of this designee will be established at the time of the appointment. The Board shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

CLOSED MEETING

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

EXCEPTION

However, if the grievance involves a complaint or charge against another District employee or a Board member, it shall be heard in closed meeting unless an open meeting is requested in writing by the employee or Board member against whom the complaint or charge is brought.