

**Guide to changes and additions in  
Employee Handbook 2009-2010**

[Minor editorial changes are not listed.]

Topic	Page Number	Description of Change
Table of Contents	1	[LOCAL] <u>Employment</u> Inserted topic heading "Continuing Education Hours"  [TASB] changed the title of the topic "First Aid, CPR, and AED Certification" to "Health Safety Training"
Board of Trustees	6	[LOCAL] Reflects new board Secretary
Board Meeting Schedule for 2009-2010	6	[LOCAL] Reflects new meeting dates
Administration	7	[LOCAL] Updated staff changes
Equal employment opportunity	8	[TASB] Added nondiscrimination on the basis of genetic information to list of protected categories
Job Vacancy Announcements	8	[LOCAL] Replaced "Employment" with "Personnel/Human Resources" as reference on website
Contract and Noncontract Employment	9	[TASB] <u>Noncertified Professional Employees</u> paragraph added to reflect Business Manager and TI contracts
Health Safety Training	10	[TASB] New title replacing "First aid, CPR and AED Certification" <ul style="list-style-type: none"> <li>• Revised text to include requirement for employees that direct or assist with extracurricular activities to complete University Interscholastic League safety training. See: 19 TAC 76.1003</li> </ul>
Reassignments and Transfers	10	[TASB] Editorial correction to third sentence in the second paragraph, changing "their" to "his or her"

Workload and Work Schedules	10	[TASB] Edited first sentence in the first paragraph to clarify exempt status applies to academic administrators
Notification to Parents Regarding Qualifications	11	[TASB] Editorial change to the topic title changing "of" to "to" <ul style="list-style-type: none"> <li>• Edited third sentence in the second paragraph replacing a reference to "EXCET exam" with the general term "a certification exam"</li> </ul>
PDAS Observation Calendar	12	[LOCAL] New calendar dates for 2009-2010 PDAS observation
Continuing Education Hours	12-13	[LOCAL] New topic added to reflect employee tracking of continuing education hours and link
Salaries, Wages, and Stipends	14	[TASB] Edited fourth sentence in the first paragraph to clarify exempt status applies to academic administrators [LOCAL] Third paragraph reflects new Payroll Clerk
Annualized Compensation	14	[TASB] Deleted the third sentence to reflect current IRS guidance regarding annualized compensation
Paychecks	15	[LOCAL] <u>Cut-off Dates</u> <u>Pay Dates</u> New dates for 2009-2010
Automatic Payroll Deposit	15	[TASB] Deleted the third sentence referencing the time frame when pay is available
Payroll Deductions	15	[TASB] Edited first paragraph and added a bulleted list identifying deductions the district is required to make
Hiring Step Placement Guidelines...	18	[LOCAL] <u>Substitutes</u> Reflects increase in substitute pay for non-degreed and degreed classroom substitutes
Auxiliary Employee Hourly Rate Schedule	21	[LOCAL] Chart reflects increased pay steps for 2009-2010
Health, Dental, and Life Insurance	22	[TASB] Edited the second sentence in the second paragraph following bullets to clarify retired employees who are enrolled in TRS-Care are not eligible to participate in TRS-ActiveCare

Leaves and Absences	25	<p>[TASB] Added new policy codes (DECA and DECB) included in Update 85, which was sent to districts in April and May 2009</p> <ul style="list-style-type: none"> <li>• Provided a new general description of leave benefits in the first four paragraphs</li> </ul>
Personal Leave	25-26	<p>[TASB] Edited third sentence in the first paragraph that address state personal leave accumulation</p> <ul style="list-style-type: none"> <li>• <u>Nondiscretionary</u> Edited first sentence in the second paragraph to clarify an emergency is a “family” emergency</li> <li>• <u>Discretionary</u> Edited second sentence to further describe employee’s responsibility to obtain approval before taking discretionary leave</li> <li>• <u>Discretionary</u> Deleted third sentence which states that leave will be granted on a first-come, first-served basis</li> </ul>
Sick leave	26	<p>[TASB] Added term “state” to the text in the first and second paragraphs to clarify the description provided refers to state, rather than local, sick leave</p>
Family and Medical Leave (FMLA)	27–29	<p>[TASB] Replaced general description of FMLA benefits with the complete text of the federal notice (<i>Employee Rights and Responsibilities Under the Family and Medical Leave Act</i>) that employers must include in their employee handbook or any other written guidance on employee benefits and leave</p>
Local FMLA Provisions	30	<p>[TASB] Added new section describing the details included in Policy DEC (Local) for implementing FMLA</p> <ul style="list-style-type: none"> <li>• Added text to fourth paragraph on intermittent leave to clarify that an employee may take intermittent leave for a qualifying exigency</li> </ul>

Temporary Disability Leave	30	<p>[TASB] Added third sentence in the first paragraph to clarify that temporary disability leave must be taken in one continuous block of time, and not intermittently or on a reduced schedule</p> <ul style="list-style-type: none"> <li>• Added second sentence to second paragraph describing the process for requesting temporary disability leave</li> <li>• Added the phrase “180 calendar days” to third sentence to identify the maximum length of temporary disability leave most districts provide</li> </ul>
Workers’ Compensation Benefits	31	[TASB] Edited the second paragraph to better explain how paid leave benefits are applied in offsetting districts
Other Court Appearances	31	[TASB] Deleted second sentence
Employee Recognition and Appreciation	33	[TASB] Deleted policy reference
Telecommunications Devices (Cell Phone Use)	41	<p>[LOCAL] Added <i>Telecommunications Devices</i> to heading</p> <ul style="list-style-type: none"> <li>• Added new guidelines for telecommunications devices</li> </ul>
Hazing	55	[TASB] Deleted policy reference to Policy FO
Student Schedules	56	[LOCAL] Replaced Secondary bell schedule to reflect 8 periods