# Regular

Monday, July 19, 2004 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order**
2. **Convene in closed session under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 purchase, exchange, lease or value of real property**

a. Appointments and retirements
1. Consider appointment of Acton Elementary Assistant Principal
2. Consider appointment of Granbury MS Assistant Principal

b. Authorize the Superintendent to negotiate the purchase/sale of real estate

3. **Reconvene in open session at 7:00 p.m.**
4. **Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Superintendent's Report - Goals 1, 2, 3, 6, 7**

a. Budget workshop schedule

7. **Board members special reports**

a. Superintendent of the Year

8. **Consider Consent Agenda Items - Goals 2, 3, 5**

a. Consider June 14, 2004 regular board meeting minutes
b. Consider budget amendments
c. Consider sanitary control easement
d. Consider transportation supplies & after market parts 2003-25 - renewal
e. Consider auto, truck and bus OEM parts 2003-27 - renewal
f. Consider automotive lubricants 2003-29 - renewal
g. Consider plumbing supplies bid no. 2004-12
h. Consider workers comp program renewal
i. Consider stadium PA system competitve sealed proposals

9. **Consider Campus Improvement Plans**
10. **Consider approval of employee handbook**
11. **Public comments/audience participation**
12. **Real Estate**

a. Authorize the Superintendent to negotiate the purchase/sale of real estate

13. **Personnel - Goal 6**

a. Consider appointments and retirements

1. Consider appointment of Acton Elementary Assistant Principal
2. Consider appointment of Granbury Middle School Assistant Principal

14. **Adjourn**

Granbury
Independent School District

**Jennifer Roy • Public Information Officer**
*600 W Pearl Street • Granbury, Texas 76048 • Phone (817) 408-4020 • Fax (817) 408-4014*

# William Harris named Region XI Superintendent of the Year

**Wednesday, June 30, 2004**

The Region XI Education Service Center announced Wednesday morning (June 30, 2004) that Granbury ISD superintendent William Harris has been awarded the Region's Superintendent of the Year honors for the 2003-04 school year.

"We are so very pleased to see Mr. Harris win such a deserving honor," GISD Board of Trustees president Charlie Cloud said. "Under Mr. Harris' leadership we're achieving so many of our goals for our students. They're our number one priority and Mr. Harris is making sure that every student in GISD is getting the quality education they deserve."

The Region XI Education Service Center judged Mr. Harris' entry on a variety of criteria including the district's tax rate, accountability ratings, financial status, and a series of questions involving Mr. Harris' leadership, community involvement and dedication to the students in his district.

William Harris came to the Granbury ISD in 1996 from Fort Bend ISD near Houston. During his tenure the school district has added two new middle schools, remodeled two intermediate campuses as well as renovating three elementary schools under a $52 million bond package approved by voters in 1999. Mr. Harris also oversees the energy management program that has saved over $2 million in energy costs.

The growing school district, just southwest of the Metroplex, recently jumped to 5A and has an enrollment of over 6,500 students.

Mr. Harris will now move on to compete at the state level and will interview in Austin with the Texas Association of School Boards who will name the Texas Superintendent of the Year during the 44th Annual TASB/TASA (Texas Association of School Administrators) Convention in Dallas on September 17-20.

"We (the board) all believe that Mr. Harris is truly one of the best superintendents in the state and it's time he was recognized for such an outstanding job he does for us," Cloud said. "We're all looking forward to attending the Convention in September and seeing him honored for all of his accomplishments. This is a great day for Mr. Harris and for Granbury ISD."

**GRANBURY ISD**
**BOARD OF TRUSTEES**
**OFFICIAL REGULAR MEETING**
**MINUTES**
**June 14, 2004**

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, June 14, 2004 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Charlie Cloud

**Board Members Present**
J. Mark Graves
Brian Condit
Gene Ellis
Micky Shearon
Bowen Brawner

**Board Members Absent**
Jerry Campbell

**School Officials Present**
William Harris, Superintendent
Jan Van Dorn, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Ton Potappel, Director of Technology
Judy Duncan, Recording Secretary

**School Officials Absent**
Troy Green

**Others Present**
School Employees
Media
Community Members

**Meeting Called to Order**
President, Charlie Cloud, called the meeting to order at 6:01 p.m.

**Convened in Closed Session**
The Board of Trustees convened in closed session at 6:02 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 – purchase, exchange, lease or value of real property.

**Reconvened**
The board reconvened at 6:55 p.m. and recessed until 7:00 p.m.

Gene Ellis led in the invocation and Charlie Cloud led in the pledge to the U.S. Flag and the Texas Flag.

**Superintendent's Report**
The board reviewed the schedule for board meetings for July 2004 – June 2005 with no changes noted.

A copy of the financial statements for the period ending May 31, 2004 was presented to the board for their information.

Superintendent Harris stated that copies of the campus improvement plans were given to them in their board packet for their review. This item will be brought back at the next board meeting for action.

Superintendent Harris introduced Bucky Woods, Assistant Principal at Oak Woods Intermediate and Cathy Butler, Granbury High School Principal.

**Board Member's Special Reports**

The board welcomed Dr. Bowen Brawner to the board

**Consent Agenda Items**

Items "b" – budget amendments and "n" – consider 9 passenger Sport Utility vehicle CSP-2004-16 were pulled from the consent agenda for a separate vote.

A motion was made by Micky Shearon and seconded by Mark Graves to approve consent agenda items "a" – minutes of the May 24, 2004 regular called board meeting; "c" – HVAC supplies GISD bid no. 2002-09 – renewal; "d" – electrical supplies GISD bid no. 2002-12 – renewal; "e" – electrical services GISD bid no. 2002-16 – renewal; "f" - alcohol and drug testing administration GISD CSP 2002-27 – renewal; "g" – beverage services GISD bid no. 2002-38 – renewal; "h" – vehicle fuel GISD bid no. 2003-18 – renewal; "i" – grounds supplies GISD bid no. 2003-28 – renewal; "j" – instructional tools, professional books & teaching aids; "k" – science supplies and equipment GISD bid no. 2004-10; "l" – athletic training supplies bid no. 2004-14; and "m" – building materials bid no. 2002-14 – renewal as presented. **MOTION CARRIED.** Yes 6 – Noe 0

A motion was made by Micky Shearon and seconded by Brian Condit to approve consent agenda items "b" – budget amendments and "n" – 9 passenger Sport Utility vehicle CSP 2004-16 as presented. **MOTION CARRED.** Yes 6 – Noe 0

A motion was made by Micky Shearon and seconded by Mark Graves to approve the 2004-05 student handbook as presented with noted corrections. **MOTION CARRIED.** Yes 6 – Noe 0

A motion was made by Gene Ellis and seconded by Mark Graves to approve the 2004-05 school calendar with the revision of moving the April 14, 2005 bad weather day to May 26, 2005 in order to have graduation on Tuesday, May 24, 2005. **MOTION CARRIED.** Yes 6 – Noe 0

A motion was made by Micky Shearon and seconded by Brian Condit to approve the district improvement plan as presented. **MOTION CARRIED.** Yes 6 - Noe 0

The board took a recess at 8:11 p.m.

The board reconvened at 8:12 p.m.

**Public Comments**

Mr. Jimmy Hiler addressed the board regarding facilities.

**Personnel**

A motion was made by Micky Shearon and seconded by Brian Condit to approve the retirements of Kathryn Burch, Martha Gardner and Vicki Thomas. **MOTION CARRIED.** Yes 6 – Noe 0

A motion was made by Mark Graves and seconded by Micky Shearon to approve the appointments of Kalley P. Arrot, Life Skills Teacher, Granbury HS; Michelle Auldridge, 4th Grade, Mambrino; Angela Bailey, 1st Grade, Baccus; Sharon Kay Bartley, English, Granbury MS; Wesley C. Bryson, Special Education/Coach, Granbury HS; Luci Campbell, 2nd Grade, Baccus; Carolann Caruthers, Life Skills, Granbury HS; Joan Dollar, 5th Grade, Mambrino; April Grabowski, Science/Math, STARS Academy; Mija Hood, 5th Grade, Mambrino; Scott Johnson, Band Director, Granbury MS; Casey Jones, Theatre Arts, Granbury MS; Diana Loudermilk, 4th Grade, Oak Woods; Shari Middlebrook, 1st Grade, Mambrino; Carrie Jo Murphy, Special Education, Granbury HS; Kimberley Rains, 6th Grade, Oak Woods; Victory Sauceda, Spanish, Acton MS; Misty Walters, 5th Grade, Crossland; Randall Walters, Choir Director, Granbury MS; Amanda Warner, Educational Diagnostician; Cheryl Westbrook, Special Education. **MOTION CARRIED.** Yes 6 – Noe 0

A motion was made by Micky Shearon and seconded by Gene Ellis to approve the appointment of Kellie Brandon as Principal of Emma Roberson Elementary. **MOTION CARRIED** Yes 6 – Noe 0

**Adjournment**

There being no further business, the meeting was adjourned at 8:17 p.m.

Charlie Cloud, President

Micky Shearon, Secretary

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: July 19, 2004
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 12, 2004
**RE**: Budget Amendments

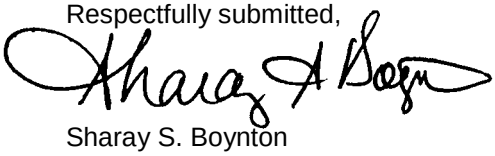
**SUMMARY:**

Attached are budget amendments that are for Board approval.

**RECOMMENDATION:**

I recommend the Board approve the amendments.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Emmett Whitefield
Date Submitted: July 12, 2004

## BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Jimmy Dawson, Originator
This Amendment recognizes funds in the amount of $3,690 allocated to function 23. These funds are generated within the Campus Fund and will be used for Miscellaneous Operating Expenses.

Fund 199, Mr. Roger Morgan, Originator
This Amendment recognizes donated funds in the amount of $1,000 allocated to function 11. These funds are generated from the Future Problem Solving Competition and will be used for next year's topic.

Fund 199, Ms. Rebecca Johnson, Originator
This Amendment recognizes funds in the amount of $68 allocated to function 12. These funds are generated from Lost Book Fees and will be used to purchase additional Library Books and Media.

Fund 181, Mr. Randy Leach, Originator
This Amendment recognizes funds in the amount of $5,000 allocated to function 61. These funds are generated from Community Ed Programs and will be used to fund Consultants for these programs.

Fund 240, Mr. Laine Meek, Originator
This Amendment recognizes funds in the amount of $1,000 allocated to function 51 and $58,900 allocated to function 35. These funds are generated from additional revenue within the Food Service Program and will be used to supplement the Food Service Program.

## BUDGET AMENDMENTS RECOGNIZING FUNCTION TO FUNCTION TRANSACTION

Fund 181, Mr. Randy Leach, Originator
This Amendment recognizes funds in the amount of $339 allocated from function 36 to function 51. These funds are being transferred from Athletic Equipment to the Athletic Phone account to purchase a replacement phone for football.

Fund 199, Mr. John Shreve, Originator
This Amendment recognizes funds in the amount of $48 allocated from function 31 and $200 from function 52 to function 23. These funds are being transferred from Supplies and Materials and Contracted Services to Technology Equipment and Employee Travel.

Fund 181 & 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $555 allocated from function 11 to function 36. These funds are being transferred to from various accounts in the band account to cover the Band Travel Account.

Fund 199, Mr. Roger Morgan, Originator
This Amendment recognizes funds in the amount of $200 allocated from function 23 to function 13. These funds are being transferred from Employee Travel to Supplies and Materials to fund employee inservice luncheon.

RAIN WATER SUPPLY CORP.
2220 Fame Court
Granbury, Texas 76048

June 22, 2004

Mr. Larry Anderson, Facilities Manager
Granbury Independent School District
600 W. Pearl Street
Granbury, Texas 76048

Dear Mr. Anderson,

Attached is a sanitary control easement concerning our water well at the corner of Highway 567 and Fame Court. We would appreciate having it signed, witnessed and returned to us.

Please call me if you have any questions (817 573 7230).

Respectfully, Fred Bleck, President

# SANITARY CONTROL EASEMENT

**DATE:** _____

**GRANTOR: GRANBURY INDEPENDENT SCHOOL DISTRICT**

**GRANTOR'S ADDRESS:** 600 W. Pearl St., **Granbury, Texas 76048**

**GRANTEE: RAIN WATER SUPPLY CORPORATION**

**GRANTEE'S ADDRESS:** 2220 Fame ~~2341 Morning~~ **Court, Granbury, Texas 76048**

**SANITARY CONTROL EASEMENT:**

Purpose, Restrictions, and Uses of Easement:

1. The purpose of this easement is to protect the water supply of the well described and located below by means of sanitary control.

2. The construction and operation of underground petroleum and chemical storage tanks and liquid transmission pipelines, stock pens, feedlots, dump grounds, privies, cesspools, septic tank or sewage treatment drain fields, improperly constructed water wells of any depth, and all other construction or operation that could create an unsanitary condition within, upon, or across the property subject to this easement are prohibited within this easement. For the purpose of the easement, improperly constructed water wells are those wells that do not meet the surface and subsurface construction standards for a public water supply well.

3. The construction of tile or concrete sanitary sewers, sewer appurtenances, septic tanks, storm sewers, and cemeteries is specifically prohibited within a 50-foot radius of the water well described and located below.

4. This easement permits the construction of homes or buildings upon the Grantor's property as long as all items in Restrictions Nos. 2 and 3 are recognized and followed.

5. This easement permits normal farming and ranching operations, except that livestock shall not be allowed within 50 feet of the water well.

The Grantor's property subject to this Easement is a **0.092 Acre Remainder Tract** (including one-half of the adjacent abandoned County Road right-of-way per Commissioner's Court Minutes Volume 5, Page 774, Hood County, Texas) out of the Milam County School Land Survey, Abstract No. 348, Hood County, Texas and being a portion of the property conveyed to the Granbury Independent School District in Volume 1146, Page 897 of the Deed Records of Hood County, Texas and as shown on the attached sketch and described further below.

All of that area within a 150 foot radius of the water well located 190.0 feet South 78 degrees 30 minutes West and 15.0 feet North 11

degrees 30 minutes West from the most southerly corner of Lot 15, Block 2 of Live Oak Estates as shown on the plat recorded in Volume 138, Page 427 of the Plat Records, Hood County, Texas.

**TERM:**

This easement shall run with the land and shall be binding on all parties and persons claiming under the Grantor for a period of two years from the date that this easement is recorded; after which time, this easement shall be automatically extended until the use of the subject water well as a source of water for public water systems ceases.

**ENFORCEMENT:**

Enforcement of this easement shall be proceedings at law or in equity against any person or persons violating or attempting to violate the restrictions in this easement, either to restrain the violation or to recover damages.

**INVALIDATION:**

Invalidation of any one of these restrictions or uses (covenants) by a judgment or court order shall not affect any of the other provisions of this easement, which shall remain in full force and effect.

FOR AND IN CONSIDERATION, of the sum of One Dollar ($1.00) and for other good and valuable consideration paid by the Grantee to the Grantor, the receipt of which is hereby acknowledged, the Grantor does hereby grant and convey to Grantee and to its successors and assigns the sanitary control easement described in this easement.

**GRANTOR:**
GRANBURY INDEPENDENT SCHOOL DISTRICT

_____
William Harris, Superintendent

**ACKNOWLEDGEMENT**

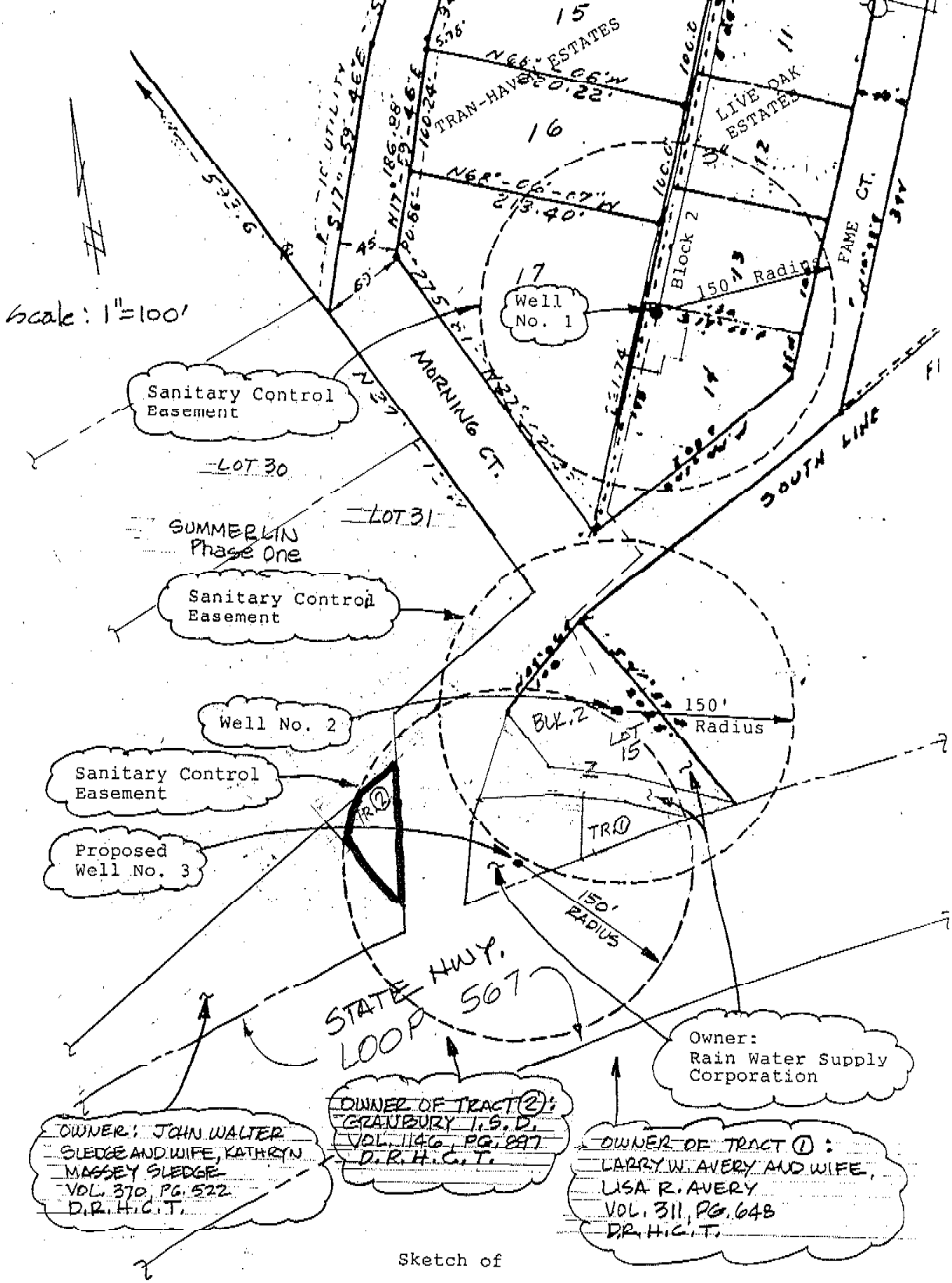
STATE OF TEXAS
COUNTY OF HOOD

This instrument was acknowledged before me on the _____ day of _____, 2004 by William Harris, Superintendent of the Granbury Independent School District, in the State of Texas, on behalf of said school district.

_____
Notary Public in and for The State of Texas

_____
Typed or Printed Name of Notary

My Commission Expires: _____




Sketch of

SANITARY CONTROL EASEMENTS
Wells No. 1, 2 & 3

for

RAIN WATER SUPPLY CORPORATION
Hood County, Texas

January 11, 2003
(REVISED 6-19-2004)

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 19, 2004
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton
**DATE**: July 13, 2004
**RE**: Transportation Supplies & After Market Parts Bid No. 2003-25 - Renewal

**SUMMARY:**

The current bid for transportation supplies and after market parts will expire on August 31, 2004. A bid was let to provide supplies and after market parts for the Transportation department for the 2003-2004 school year with the option to renew for two additional years in one-year increments. A summation of the original process and outcome as well as a copy of the tabulation is attached for your review.

Mr. Terry Slemmons, Transportation Director was contacted regarding the renewal of this bid. It was his recommendation that we contact the current vendors and request that the bid be renewed as allowed. All vendors were contacted and have agreed to renew the bid as submitted.

The following is the recommendation of Mr. Terry Slemmons, Transportation Director.

**RECOMMENDATION:**

It is recommended the Board award the following vendors for the purchase of transportation supplies and after market parts for the period of September 1, 2004 through August 31, 2005.

| <u>After Market (Pickups/Vans)</u> | <u>After Market (Buses)</u> |
|---|---|
| Auto Parts Warehouse | One Stop Bus Stop |
| Chandler Auto Parts | ATC Freightliner |
| O'Reilly Auto Parts | Southwest International |
| Napa Auto Parts | Buck's Wheel |

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Mr. Terry Slemmons

Date Submitted: July 13, 2004

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 25, 2003 **Bid Number:** 2003-25

1. **Item, material or service (specific or classification):** Transportation Supplies & After Market Parts

2. **Brief description:** A bid was let to provide vendors for the purchase of transportation supplies and after market parts. Vendors were asked to quote a percentage discount from manufacturer's published blue jobber price list.

3. **Period of time bid covers:** September 1, 2003 through August 31, 2004

4. **Person and title responsible for the expenditure:**

   Terry Slemmons – Transportation Director

5. **Number of bids sent to vendors:** 43

6. **Number of bids received from vendors:** 19 (includes 5 "no bids")

7. **Listing of recommended vendors and total prices**: Due to the number of different vehicles and buses we have in service at this time and the availability of parts on short notice from any individual supplier, plus the variance in cost of an item at any given time, it is recommended award be made to multiple vendors. Recommendation for award is to the following vendors.

| After Market (Pickups/Vans) | After Market Buses |
|---|---|
| Auto Parts Warehouse | One Stop Bus Stop |
| Chandler Auto Parts | ATC Freightliner |
| O'Reilly Auto Parts | Southwest International |
| Napa Auto Parts | Buck's Wheel |

   Supplies and parts are purchased on an as needed basis from budgeted dollars. This category of goods and supplies has a proposed budget of $100,300 for the 2003-2004 year.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 7/27/01

10. **Percentage increase or decrease from last bid**: N/A - The bid was structured differently this year where vendors were asked to quote a percentage discount from the manufacturer's published blue jobber price sheet so an accurate comparison cannot be made.

11. **Budget information:**

    199.34.6395.00.800.4.99.0.00 $56,000.
    199.34.6399.00.800.4.99.0.00 $44,300.

Sharay S. Boynton
Executive Director of Finance

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 19, 2004
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 13, 2004
**RE**: Automotive, Truck & Bus OEM Parts
Bid No. 2003-27 - Renewal

**SUMMARY:**

A bid was let to provide automotive, truck, and bus original equipment manufacture parts for the Transportation department for the 2003-2004 school year with the option to renew for two additional years in one-year increments. The current bid will expire on August 31, 2004. A summation of the original process and outcome as well as a copy of the tabulation is attached for your review.

Mr. Terry Slemmons, Transportation Director was contacted regarding the renewal of this bid. It was his recommendation that we contact the current vendors and request that the bid be renewed as allowed. All vendors were contacted and have agreed to renew the bid as submitted.

The following is the recommendation of Mr. Slemmons related to the automotive, truck and bus OEM parts.

**RECOMMENDATION:**

That the Board award the following vendors for the following OEM parts for the period of September 1, 2004 through August 31, 2005.

| | |
|---|---|
| Ford OEM | Mike Brown Ford |
| GM OEM | Durant Chevrolet |
| IHC OEM | Southwest International |
| All other OEM | One Stop Bus Stop |

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Terry Slemmons

Date Submitted: July 13, 2004

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 25, 2003 **Bid Number**: 2003-27

**1. Item, material or service (specific or classification):** Automotive, Truck & Bus OEM Parts

**2. Brief description:** A bid was let for automotive, truck and bus original equipment manufacture parts for the Transportation department. Vendors were asked to quote a percentage discount from the manufacturer's published blue jobber price sheet.

**3. Period of time bid covers:** September 1, 2003 through August 31, 2004

**4. Person and title responsible for the expenditure:**

Terry Slemmons – Transportation Director

**5. Number of bids sent to vendors:** 11

**6. Number of bids received from vendors:** 8

**7. Listing of recommended vendors and total prices:** Recommendation for award is to the following vendors. OEM parts are purchased on an as needed basis so an approximate expenditure is not available. These parts will be purchased from the account code for general transportation supplies. Recommendation for award is as follows:

| | | |
|---|---|---|
| Ford OEM | - | Mike Brown Ford |
| Chevrolet/GM OEM | - | Durant Chevrolet |
| IHC OEM | - | Southwest International |
| All other OEM | - | One Stop Bus Stop |

**8. Explanation of other than low recommendations:** N/A

**9. Last bid date (bid of comparable nature within last 5 years):** 8/16/01

**10. Percentage increase or decrease from last bid:** A different benchmark for pricing was used so an accurate comparison could not be made.

**11. Budget information:**

The following budget code(s) will be used for the OEM purchases.

199.34.6395.00.800.3.99.0.00 proposed budget of $50,000
199.34.6399.00.800.3.99.0.00 proposed budget of $40,000

12. **Other comments:** N/A

Sharay S. Boynton
Executive Director of Finance

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 19, 2004
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton
**DATE**: July 13, 2004
**RE**: Automotive Lubricants Bid No. 2003-29 Renewal

**SUMMARY:**

The current bid for automotive lubricants will expire on August 31, 2004. A bid was awarded to provide automotive lubricants for the Transportation department for the 2003-2004 school year with the option to renew for two additional years in one-year increments. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

Mr. Terry Slemmons, Transportation Director was contacted regarding the renewal of this bid. It was his recommendation that we contact the current vendor and request that he bid be renewed as allowed. The vendor agreed to renew with the increase in motor oil (from $4.53/gallon to $4.73/gallon) as allowed by escalation clause of the awarded bid.

The following is the recommendation of Mr. Terry Slemmons, Transportation Director.

**RECOMMENDATION:**

That the Board award the purchase of automotive lubricants to Jessie P. Taylor for the period of September 1, 2004 through August 31, 2005.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Mr. Terry Slemmons

Date Submitted: July 13, 2004

# BID FOR BOARD APPROVAL

**Board Meeting Date:** August 25, 2003 **Bid Number**: 2003-29

1. **Item, material or service (specific or classification):** Automotive Lubricants

2. **Brief description:** A bid was let to provide automotive lubricants for the district.

3. **Period of time bid covers:** September 1, 2003 through August 31, 2004

4. **Person and title responsible for the expenditure:**

   Terry Slemmons – Transportation Director

5. **Number of bids sent to vendors:** 7

6. **Number of bids received from vendors:** 2

7. **Listing of recommended vendors and total prices:** Recommendation for award is to Jessie P. Taylor. Automotive lubricants are purchased on an as needed basis and expenditures will be from the general supplies account.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 8/28/01

10. **Percentage increase or decrease from last bid:**

| | |
|---|---|
| Item #1: | Increase of 2.72% |
| Item #2,3,4 | A different fluid or brand was bid so an accurate comparison could not be made. |
| Item #5: | Increase of 12.50% |

11. **Budget information:** Expense for lubricants is not broken out under a separate budget account number. It is covered under the 6395 object code for transportation supplies.

    Budgeted amount for 199.34.6395.00.800.4.99.0.00 is $50,000.

Sharay S. Boynton
Executive Director of Finance

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 19, 2004
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 13, 2004
**RE**: Plumbing Supplies Bid No. 2004-12

**SUMMARY:**

Plumbing supplies for the district are purchased on an as needed basis. A bid was let to provide vendors for plumbing supplies for the 2004-2005 school year with the option to renew for two additional one-year terms if agreed to by all parties. Vendors were asked to state a discount from shelf or price list.

A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

The bids were evaluated primarily on the discount bid, days to receive the parts, and shipping costs to the District. Mr. Larry Gehrke, Maintenance Director, reviewed all bids submitted and made the following recommendation for award.

**RECOMMENDATION:**

It is recommended that the Board award the purchase of plumbing supplies for the 2004-05 school year to Mark's Plumbing and Granbury Winnelson for the period of August 1, 2004 to July 31, 2005.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Mr. Larry Gehrke

Date Submitted: July 13, 2004

# BID FOR BOARD APPROVAL

**Board Meeting Date:** July 19, 2004 **Bid Number:** 2004-12

1. **Item, material or service (specific or classification):** Plumbing Supplies

2. **Brief description:** A bid was let to provide vendors for plumbing supplies.

3. **Period of time bid covers:** August 1, 2004 through July 31, 2005

4. **Person and title responsible for the expenditure:** Larry Gehrke – Maintenance Director

5. **Number of bids sent to vendors:** 22

6. **Number of bids received from vendors:** 8 (includes 1 no bid, 1 late bid and 1 bid disqualified)

7. **Listing of recommended vendors and total prices:** Recommendation for award is to Mark's Plumbing and Granbury Winnelson. Supplies are purchased on an as needed basis so an exact amount of expenditures cannot be identified at this time.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 5/16/02

10. **Percentage increase or decrease from last bid**: Due to the size of the bid and a change to some of the line items or brands, an accurate comparison could not be made.

11. **Budget information:** Expenditures for plumbing supplies will be from account code 199.51.6316.00.951.5.99.0.56 with a proposed budget of $26,000.

Sharay S. Boynton
Executive Director of Finance

## GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 19, 2004
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton, Finance Director
**DATE**: July 13, 2004
**RE**: Workers Comp Renewal

**SUMMARY:**

July 2000, the Board accepted the proposal from Hibbs Hallmark & Company and Claims Administrative Services, Inc of the West Texas Educational Insurance Association to provide Workers' Compensation coverage for GISD with the deductible funding option for a three-year term. The 2002-2003 school year was the third year of the three-year term. CAS offered a 5% discount on the fixed cost if the 2002-2003 school year is the first year of a new three-year commitment. The Board accepted this renewal in July, 2002. 2004-05 will be the third year of this program. CAS has offered the same discount for a new three-year plan. The packet is attached for your reference.

Since we have been with this program, our workers comp claims have been aggressively worked and administered. There have even been instances where claims have been denied due to the fact that they were not a true workers comp claim. The company that had this program prior to CAS was not this aggressive and the cost of our program continued to increase.

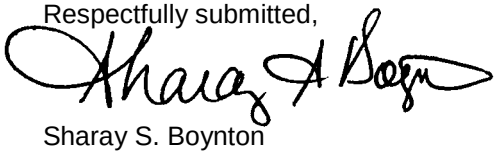
A factor to considered at the renewal of this program in July 2002 was the insurance market in general. The costs involved in purchasing the stop loss coverage required for workers comp funds as well as other partially self-insured programs had continued to increase significantly due to the hit that these carriers took with the September 11 incident and the fact that there are fewer providers. It was felt at the time of renewal that year that the discount offered by committing for an additional two years would help offset this increased cost. However, with the commitment from that year, the District is already maintaining the discount so a new plan is not necessary to get the discount. Also to consider is if the District were to withdraw prior to the completion of the 3rd year of the new agreement, a substantial early cancellation fee would be charged. With the market as it is today, the extra cost should not be increasing as it was and the discount is not as necessary as it had been.

Mr. Larry Anderson and myself have reviewed the proposal and the following is our recommendation.

**RECOMMENDATION:**

That the board approve continued participation in the West Texas Educational Insurance Association Workers Compensation Fund with the 2004-2005 school year being the third year of a three-year plan.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Larry Anderson

Date Submitted: July 13, 2004

## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 19, 2004
For: Approval

**TO**: Mr. William Harris, Superintendent

**FROM**: Sharay Boynton
**DATE**: July 13, 2004
**RE**: GHS Stadium PA System Bid

**SUMMARY:**

The installation of a new PA System is needed at the GHS Football Stadium. Funds were set aside in the coca cola funds to accomplish this project. An CSP was released the end of June with the proposals due July 13.

The proposals were received today from four vendors. The responses are being reviewed by District architects and they will have a recommendation Monday.

**RECOMMENDATION:**

VLK Architects and Administration will have recommendation at the meeting.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Larry Anderson

Date Submitted: July 13, 2004

Granbury
Independent School District

William Harris
Superintendent

**OFFICE OF SUPERINTENDENT**

| | |
|---|---|
| **For:** | **Board of Trustees** |
| **Date:** | **July 19, 2004** |
| **Action:** | **Approval** |

**SUMMARY:**
The Campus Improvement Plans for each GISD school campus were presented to you as an information item at the June 14, 2004 board meeting. These are now being brought to you for approval and in an effort to minimize the size of this board book, I would ask that you refer to the June 14, 2004 board meeting book to review these documents. If you prefer to have the campus improvement plans on a CD, please call or email Judy and she will prepare one for you.

**RECOMMENDATION:**
I recommend that the board approve the Campus Improvement Plans as presented.

Respectfully submitted,

William Harris
Superintendent

600 West Pearl • Granbury, Texas 76048 • Phone (817) 408-4007 • Fax (817) 408-4014
william_harris@granbury.k12.tx.us
www.granbury.k12.tx.us



# GRANBURY INDEPENDENT

# SCHOOL DISTRICT

## 2004 - 2005

## EMPLOYEE HANDBOOK

**600 West Pearl**
**Granbury, Texas 76048**
**(817) 408-4000**
**www.granbury.k12.tx.us**

# GRANBURY INDEPENDENT SCHOOL DISTRICT

## BOARD OF TRUSTEES

Charlie Cloud ..... President
Jerry Campbell ..... Vice President
Mickey Shearon ..... Secretary
J. Mark Graves ..... Member
Bowen Brawner ..... Member
Brian Condit ..... Member
Gene Ellis ..... Member

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JanVan Dorn ..... Assistant Superintendent of Schools (408-4009)
Troy Green ..... Executive Director of Human Resources (408-4185)
Ton Potappel ..... Director of Technology (408-4100)
Sharay Boynton ..... Executive Director of Finance (408-4015)
Sharon Whitefield ..... Director of Curriculum (408-4042)
Cheryl Meger ..... Director of Special Education (408-4056)
Randy Leach ..... Director of Athletics/Community Education (408-4080)
Larry Anderson ..... Director of Facilities (408-4075)
Larry Gehrke ..... Director of Maintenance (408-4170)
Terry Slemmons ..... Director of Transportation (408-4155)
Laine Meek ..... Director of Aramark Food Service (408-4091)
Ron Sherman ..... Director of Aramark Custodial (408-4085)
Jennifer Roy ..... Public Relations (408-4020)
Curriculum Dept ..... Testing Coordinator (408-4041)
Curriculum Dept ..... Advanced Academics (408-4035)
Curriculum Dept ..... Secondary - Curriculum Coordinator (408-4040)
Stacie Brown ..... Elementary - Curriculum Coordinator (408-4039)
Debbie Richey ..... At-Risk Coordinator (408-4039)
Brenda Mabery ..... Special Programs Coordinator (408-4068)
Amy Wood ..... Instructional Technology Coordinator (408-4540)
Carolyn Thomas ..... Extended Day Supervisor (408-4072)
Curtis Starnes ..... Manager of Technical Services (408-4104)
Cathy Butler ..... Principal, Granbury High School (408-4600)
Bobby Mabery ..... Principal, Acton Middle School (408-4800)
Jimmy Dawson ..... Principal, Granbury Middle School (408-4850)
Roger Morgan ..... Principal, Crossland Intermediate (408-4700)
Carolyn Horton ..... Principal, Brawner Intermediate (408-4950)
Heather Allen ..... Principal, Oak Woods Intermediate School (408-4750)
Rebecca Johnson ..... Principal, Mambrino School (408-4900)
Ralph Purget ..... Principal, Acton Elementary School (408-4200)
Nancy Alana ..... Principal, Baccus Elementary School (408-4300)
Kellie Brandon ..... Principal, Roberson Elementary School (408-4500)
John Shreve ..... Principal, STARS Academy (408-4450)
Biff Peterson ..... Principal, Behavioral Transition Center (408-4400)

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# Employee Handbook Receipt

Name_____ Campus/Department_____

I hereby acknowledge that I understand that the:

**(1) Granbury ISD Policies,** **(3) GISD Computer Acceptable Use Policies and**
**(2) Granbury ISD Employee Handbook,** **(4) GISD Safety Manual**

are all on-line and accessible by me. I agree to read the handbook, the policies listed below, the Computer Acceptable Use Policy, and the appropriate Safety Manual for my position. I will abide by the standards, policies, and procedures defined or referenced in those documents. I understand I am responsible for preventing accidents by observing all established safety rules and regulations of the District. Additionally, I understand that violation of these policies and/or any safety procedures may result in disciplinary action, including possible termination and/or termination of rights to use the District network and/or possible civil and criminal penalties.

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

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

I also acknowledge receipt of my personal copy of the Granbury ISD Student Handbook that contains the Student Code of Conduct. I agree to read this handbook and abide by the policies and procedures as set forth in this document.

I understand that a computer and printer are ready accessible to me on the campus or in the department to which I have been assigned. I also understand that upon reasonable request, I can use a computer and printer to access and print any of the following listed policies and all other GISD policies and other official documents during regular working hours. I further understand that if I do not know how to use the computer, my supervisor will provide the means for me to access the information. Also, I understand that it is very important that I am aware of the information contained in all of the policies both (LEGAL) and (LOCAL) listed below.

**Policy Code**

| | | | | | |
|---|---|---|---|---|---|
| AE | BQ | CE | CH | CK series | CQ |
| CRD | DAA | DC | DCA | DCB | DCC |
| DCD | DCE | DEA | DEC | DEE | DFA series |
| DFAC | DFB series | DFC series | DFD | DFE | DFF |
| DGBA | DH | DHB | DHC | DHE | DI |
| DK | DMD | DN series | EFA | EFE | EIA |
| EIE | FB | FFAC | FFAD | FFG | FL |
| FN series | FNCJ | FNCL | FNG | FD series | GBA |
| GRA | | | | | |

I understand that I have an obligation to inform my supervisor and the GISD HR office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the GISD Human Resources Office if I have any questions, concerns, or need further explanations. I also understand that I may request, in writing, a hard copy of this Employee Handbook from the Human Resources Office, or use the electronic access and/or use both methods to access this information.

I further understand that all certified employees are required to provide accurate contact information the State Board of Educator Certification.

_____ _____

Signature Date Note: Sign, date and return to your supervisor.

# 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 included have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be faxed to Troy Green, Executive Director of Human Resources @ 817-408-4199.*

***This handbook is neither a contract nor a substitute for the official District Policy Manual. It is not intended to alter the at-will status of employees in any way. Instead, the handbook is a guide to and a brief explanation of various 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. Additionally, all GISD policies, forms and exhibits are available on-line and can be accessed and printed by all employees. Contact your immediate supervisor about access to computers during normal working hours.*

# District Information

## Description of the District

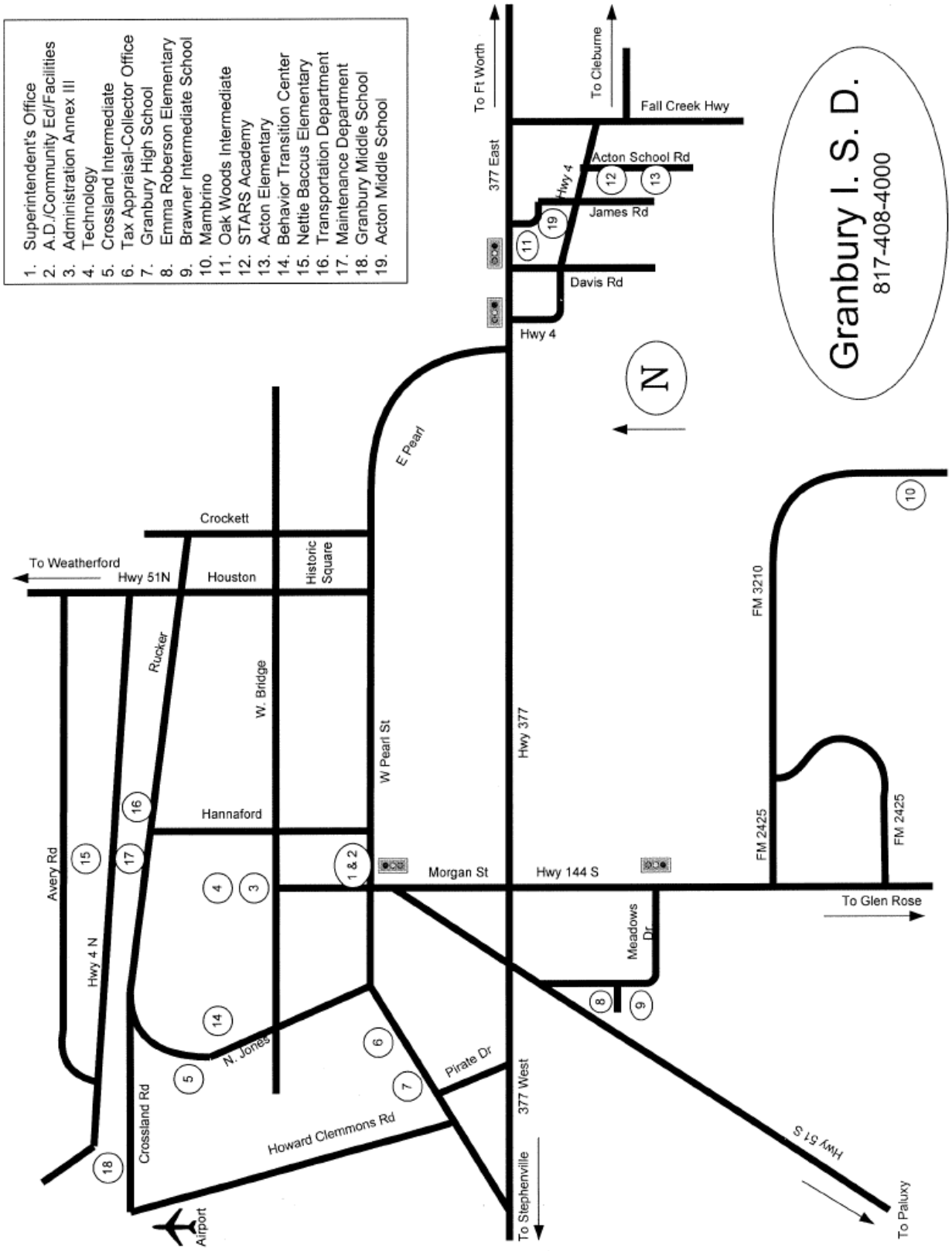
Granbury ISD has twelve campuses and serves approximately 6,525 students.

The District's only high school, Granbury High School, has an enrollment of more than 1,280 students in grades 10 through 12 and provides a complete array of curricular and extra-curricular programs. Each of the District's two middle schools, Granbury Middle School and Acton Middle School, provide extensive extra-curricular programs that compliment the curriculum for approximately 780 & 800 students respectively in grades 7 through 9. An Alternative Education Campus is provided for high school students through STARS Academy. The Behavioral Transitional Center provides an alternative setting for students who must be removed from the regular instructional program for disciplinary reasons.

Brawner Intermediate School with 340 students, Crossland Intermediate School, with 355 students, and Oak Woods Intermediate School, with 555 students, serves only intermediate students in grades four through six. Mambrino School, with an enrollment of 766, serves grades Pre-kindergarten through six. Acton Elementary School, with 624 students, Baccus Elementary School, with 472 students, and Roberson Elementary School, with 475 students, serves elementary students in grades PK through three.

The District covers more than 254 square miles of Hood County, with small areas of Somervell County, Parker County and Johnson County also within the district boundary. More than 50 regular bus routes cover 5,500 miles daily and provide transportation to an average of 3,800 students daily.

*The District provides specialized instructional assistance through its Special Education Department, Special Programs and Curriculum Department. Support Services are also provided through the Business and Finance Department, Human Resources Department, Community Education and Athletic Department, Maintenance Department, Energy and Safety Department and Transportation. Aramark Corporation is the service contractor for both custodial service and food service.*


1. Superintendent's Office
2. A.D./Community Ed/Facilities
3. Administration Annex III
4. Technology
5. Crossland Intermediate
6. Tax Appraisal-Collector Office
7. Granbury High School
8. Emma Roberson Elementary
9. Brawner Intermediate School
10. Mambrino
11. Oak Woods Intermediate
12. STARS Academy
13. Acton Elementary
14. Behavior Transition Center
15. Nettie Baccus Elementary
16. Transportation Department
17. Maintenance Department
18. Granbury Middle School
19. Acton Middle School
Granbury I. S. D.
817-408-4000
N
To Ft Worth
To Cleburne
Fall Creek Hwy
Acton School Rd
James Rd
Davis Rd
Hwy 4
377 East
Hwy 4
E Pearl
Crockett
Houston
Historic Square
To Weatherford
Hwy 51N
Rucker
W. Bridge
Avery Rd
Hwy 4 N
Hannaford
W Pearl St
Hwy 377
Morgan St
Hwy 144 S
FM 3210
FM 2425
FM 2425
To Glen Rose
Meadows Dr
N. Jones
Pirate Dr
Crossland Rd
Howard Clemmons Rd
Airport
377 West
To Stephenville
Hwy 51 S
To Paluxy

## Board of Trustees *(Policy BA,BAA,BBA,BBB,BBE,BBF,BE,BEC,BED)*

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, facilities, building expansion, as well as employment of the Superintendent and other professional staff. The Board has complete and final control over school matters within limits established by law and State Board of Education rules.

The Board of Trustees is elected by the citizens of the District to ensure a strong educational program for the District's children. Trustees are elected by position or place and serve three-year terms, with elections held annually. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current Board members Include: Charlie Cloud, President, Position 5
Jerry Campbell, Vice President, Position 6
Mickey Shearon, Secretary, Postion 2
J. Mark Graves, Member, Position 1
Bowen Brawner, Member, Position 7
Brian Condit, Member, Position 4
Gene Ellis, Member, Position 3

Trustees usually meet the second and fourth Monday of the month in the Board Room at 600 W. Pearl. Workshops or Board training are also held the second and fourth Monday of the month in the Board Room. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Superintendent's office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with two hours notice.

All meetings are open to the public. Under the following circumstances, Texas law permits the Board to go into a closed session to discuss the following topics: prospective gifts or donations, property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys.

## Board Meeting Schedule for 2004-2005

June 14, 2004
July 19, 2004
August 9 & August 23, 2004
September 13, 2004
October 4, 2004 & October 18,2004
November 8, 2004
December 13, 2004

January 17, 2005
February 14, 2005
March 7, 2005
April 4, 2005 & April 18, 2005
May 2 & May 16, 2005
June 13, 2005

## Central Administration:

| | |
|---|---|
| William Harris, Superintendent | 408-4000 |
| Jan Van Dorn, Assistant Superintendent of Schools | 408-4000 |

| | |
|---|---|
| Troy K. Green, Executive Director of Human Resources | 408-4185 |
| Sharay Boynton, Executive Director of Finance | 408-4015 |
| Ton Potappel, Director of Technology | 408-4100 |
| Sharon Whitefield, Director of Curriculum | 408-4040 |
| Cheryl Meger, Director of Special Education | 408-4050 |
| Randy Leach, Director of Athletics and Community Education | 408-4080 |
| Terry Slemmons, Director of Transportation | 408-4150 |
| Larry Anderson, Director of Facilities | 408-4075 |
| Larry Gehrke, Director of Maintenance | 408-4170 |
| Laine Meek, Director of Food Service | 408-4085 |
| Ron Sherman, Director of Custodial | 408-4085 |
| _____, Coordinator, Testing | 408-4041 |
| _____, Advanced Academics | 408-4035 |
| Stacie Brown, Coordinator, Elementary | 408-4039 |
| Debbie Richey, Coordinator, At-Risk | 408-4039 |
| _____, Coordinator, Secondary | 408-4040 |
| Amy Wood, Instructional Technology Coordinator | 408-4540 |
| Brenda Mabery, Coordinator of Special Programs | 408-4070 |
| Carolyn Thomas, Supervisor, Extended School Day Program | 408-4072 |
| Curtis Starnes, Manager, Technical Services | 408-4104 |

## Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns can not be answered by the handbook or by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

| | Dept # | Fax # | |
|---|---|---|---|
| Human Resources Department | 408-4185 | 4199 | Administrative Annex |
| Payroll Department | 408-4025 | 4033 | Administrative Annex |
| Business Office | 408-4015 | 4033 | Administrative Annex |
| Curriculum Office | 408-4035 | 4045 | Administrative Annex |
| Special Education | 408-4050 | 4067 | Administrative Annex |

**Campus Administration**

**Granbury High School**–408-4600
**2000 West Pearl**
Cathy Butler, Principal
Marsha Grissom, Associate Principal
Barbara Calhoun, Assistant Principal
Joe Mancini, Assistant Principal
Connie Sanderson, Registrar

**Acton Middle School**–408-4800
**1300 James Road**
Bobby Mabery, Principal
Edwin Young, Assistant Principal
Marcus Malloy, Assistant Principal

**Granbury Middle School–**408-4850
**2000 Crossland**
Jimmy Dawson, Principal
Sherri Fullerton, Assistant Principal
Maury Tarvin, Assistant Principal

**Brawner Intermediate School–**408-4950
**1520 S. Meadows**
Carolyn Horton, Principal

**Crossland Intermediate School**–408-4700
**200 N. Jones**
Roger Morgan, Principal

**Oak Woods Intermediate School**–408-4750
**311 Davis Road**
Heather Allen, Principal
Brandon "Bucky" Wood, Assistant Principal

**Mambrino School**–408-4900
**3835 Mambrino Highway**
Rebecca Johnson, Principal
Melinda Parker, Assistant Principal, 4-6

**Acton Elementary School**–408-4200
**3200 Acton School Road**
Ralph Purget, Principal
_____, Assistant Principal

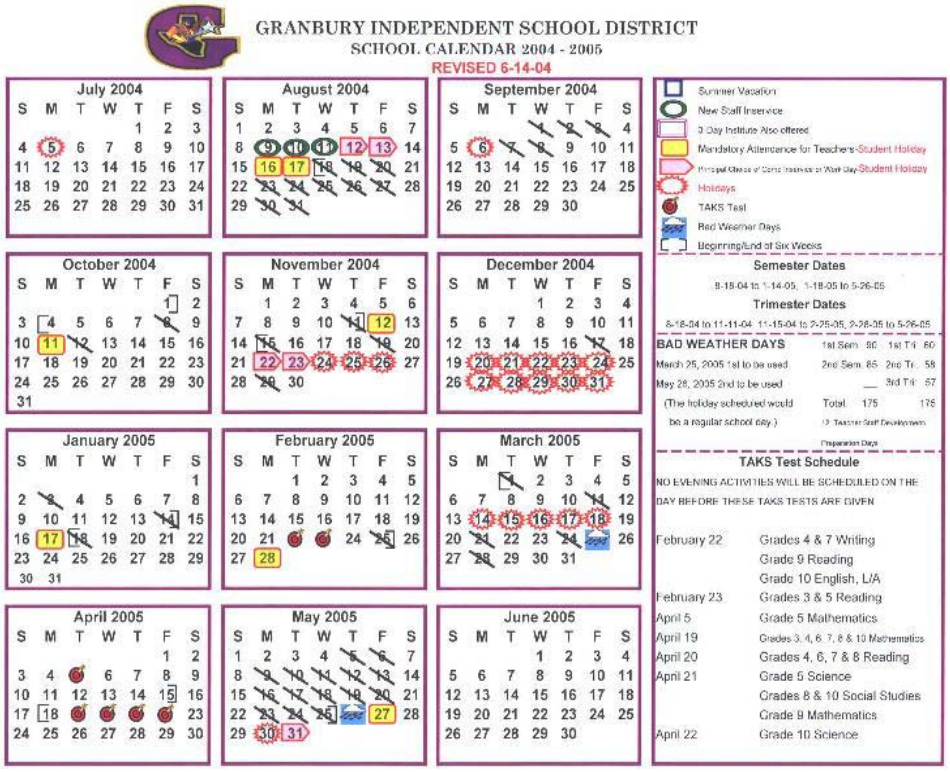
**Nettie Baccus Elementary School**–408-4300
**901 Avery Road**
Nancy Alana, Principal
Deanna Bledsoe, Assistant Principal

**Emma Roberson Elementary School**–408-4500
**1500 Misty Meadows**
Kellie Brandon, Principal

**STARS Academy**–408-4450
**3000 Acton School Road**
John Shreve, Principal

**Behavioral Transition Center–**408-4400
**305 N. Hannaford**
Biff Peterson, Principal

## PDAS Appraisal Calendar and Timelines




- New Teacher Orientation on PDAS: August 10
- Teacher Orientation on PDAS: August 16 or August 17

- Teacher Self-Report 1 due: on or before September 8th
- Formal Observation: Unannounced and may occur any date shown on calendar not marked out. Formal Observations shall: not occur on days scheduled for TAKS, or other standardized tests or final exam days (All other campuses can schedule formal observation when the HS is giving Exit TAKS, etc.); be conducted in accordance with Texas Education Code, Subchapter H, section 21.351-21.356
- Walk through visits: Any date in which school is in session. (Documentation shared within 10 days)
- Teacher Self-Report 11 & 111: February 4 deadline
- Summative Annual Conference: Between February 7, 2005 & May 4, 2005

\ Indicates days on which appraisals cannot occur.

# Management Safety Statement

Granbury Independent School District is committed to the protection of its resources, including both employee and physical assets, against the human distress and financial costs resulting from accidental losses.

In the interest of promoting safety, Granbury Independent School District supports a formal safety program to actively reduce the frequency and severity of accidental losses. The program is designed to avoid accidents involving students, district employees, and the public.

The superintendent is responsible for overseeing the assignment of responsibilities for accident prevention; however, all employees share the ultimate success of any safety program.

All employees have the individual responsibility of preventing accidental losses by observing all established safety rules and regulations, by following supervisory directions, and by reporting any unsafe conditions or acts. All employees are trained during orientation on safe work habits and will be required to attend regularly scheduled safety training sessions (as outlined in GISD's Accident Prevention Plan). Failure to comply with the Plan will result in disciplinary action and possible termination.

# Bloodborne Pathogen Training

All employees are required to attend the District provided training in dealing with the issue of bloodborn pathogens. Check with your supervisor for details.

# Employment

### Equal Employment Opportunity *(Policy DAA)*

The Granbury Independent School District does not discriminate against any employee or applicant for employment because of race, religion, color, 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 basis listed above should contact Jan Van Dorn, Assistant Superintendent, at 408-4009.

### Job Vacancy Announcements (*Policy DC)*

Announcements of job vacancies by position and location are distributed on a regular basis to all campuses and departments and posted at the Central Administration Building. Professional positions are posted on the Internet and with various university placement offices and professional associations.

## Employment after Retirement *(Policy DPB,DEG)*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in part-time positions without affecting their benefits according to TRS rules and state laws. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date provided strict conditions are met.

Retirees may work in the following capacities without a loss of benefits:

- As a principal or assistant principal on a full-time basis, if certified as a principal and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded.
- As a full-time bus driver (early age and disability retirees excluded).
- As a substitute at no more than the established daily substitute pay rate (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)
- On a half-time or less basis during any month, provided they are not also employed as a substitute in that month. Half-time employment can not exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, provided that this is there only
  employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month.

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Certain retirees may return to work on a full-time basis as a principal, assistant principal, or as a teacher in acute shortage areas without a reduction in their annuities. Acute teaching shortage areas are determined by the board based on Commissioner of Education guidelines. When filling acute shortage area positions, the district must give hiring preference to certified applicants who are not retirees. To be eligible for full TRS benefits without a reduction while being employed as a classroom teacher in a designated acute shortage area, a retiree must meet the following criteria:

- Have not been subject to a reduction in benefit for retirement at an early age or retired under disability provisions
- Have a 12-month continuous break in public school service since retirement
- Be certified to teach in the acute shortage areas for the applicable school year

Individuals can contact TRS by calling 1-800-223-8778, or 512-542-6400. Additionally, one can call TRS infoline at 1-888-877-0123 24/7 at any time. TRS information is also available on the Internet: www.trs.state.tx.us.

## Contract and Non-Contract Employment (*Policies DC, DCA, DCB, DCC, DCD, DCE)*

In accordance with state law requirements, the district employs all full-time professional and administrative employees in positions requiring a certificate, and Registered Nurses under probationary or term contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

## Probationary Contracts

All full-time, professional employees employed in positions requiring SBEC certification, as well as Registered Nurses, who are new to the District; receive probationary contracts during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district is one year. For those with less experience, the probationary period will be three years, with an optional fourth year if the Board is in doubt of an employee's performance.

## Term Contracts

Full-time teachers and professionals employed in positions requiring SBEC certification, including Registered Nurses, who have successfully completed the probationary period will be employed by term contracts. Campus principals and central office administrators are employed under term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and access to all employment policies is provided on-line on each campus and in each department.

## Non-Certified Professional and Administrative Employees

Employees in professional and administrative positions, including Licensed Vocational Nurses serving as Campus Nurses, that do not require state educational certification (such as non-instructional administrators) are employed by a annual contract that is not subject to the procedures for non-renewal or termination under the Texas Education Code.

## Paraprofessional and Auxiliary Employees

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

## Searches, Alcohol and Drug Testing *(Policy DHE)*

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

**Employees required to have a commercial driver's license**

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

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

All employees required to have a CDL who are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns related to alcohol and drug policies and related educational material should contact the Facilities/Safety Department at 408-4075.

**First Aid and CPR Certification** *(Policy DBA)*

Head coaches or chief sponsors of an extra-curricular athletic activity (including cheerleading and Band) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Proof of current certification must be submitted each year on or before August 1 to Human Resources

**Reassignments and Transfers** (*Policy DK)*

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contracts. When reassignments from campus to campus are due to enrollment shifts or program changes, the superintendent has final placement authority. When transfers are voluntary or requested by the employee, the principal at the receiving campus must approve campus reassignments. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (LOCAL).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Teachers requesting a transfer to another campus for the next school year must submit their request by April 1st. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Office and must be approved by the receiving supervisor.

Any employee on a growth plan or deficiency plan is not eligible for voluntary transfers.

**Workload and Work Schedules** *(Policy DL)(Policies are now on line)*

**Professional Employees**

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

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

Elementary/Intermediate classroom teachers are required to be on their campus from 7:30 am to 3:30 pm. Secondary classroom teachers are required to be on campus from 8:15 am to 4:15 pm. Periodically, teachers will be required to perform supervisory duty and/or participate in faculty/staff meetings held outside these prescribed times. Teachers may also be elected or assigned to various committees that require meeting time outside the regular school day. As contract personnel, teachers are not governed by the 40-hour workweek regulations set by the wage and hour laws.

**Paraprofessional and Auxiliary Employees** – *(Policy DL)*

Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are non-exempt and **are not authorized to work in excess of their assigned schedule without prior approval from their supervisor**.

All paraprofessionals and auxiliary employees are required to work a full 8 hours per day not including lunchtime. The lunch period is normally 30 minutes in length. (See Overtime). All paraprofessionals and auxiliary employees are required to keep a time sheet for each week of work. The time sheets are on-line. The time sheets are to be signed by the immediate supervisor at least weekly. Supervisors can adjust work schedules to suit the need of the department, school and/or students.

## Notification of parents regarding qualifications (Policy DK, EHBD)

In schools receiving Title I funds, the district is also required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Texas law requires that parents be notified if their child is assigned a teacher for more than 30 consecutive days who does not hold an appropriate teaching certificate. This notice is not required if parental notice under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to the parents. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call George C. Dugger, Certification Officer, at 408-4185.

## Outside Employment and Tutoring *(Policy DBF)*

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the superintendent or his designee and based on whether outside employment interferes with the duties of the regular assignment. Teachers are not allowed to privately tutor their students for pay, except during the summer months. Form can be found on-line through Microsoft Outlook under Public Folders.

## Performance Evaluation *(Policy DN, DNA, DNB)*

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation. (See Appraisal Calendar for teacher evaluations).

## Employee Involvement *(Policy BQA, BQB)*

At both the campus and district levels, Granbury ISD offers opportunities for involvement in matters that affect employees. As part of the District's decision-making process, employees may either be asked or elected to serve on district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Human Resources Department.

### Staff Development *(Policy DMA)*

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

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

# Compensation and Benefits

### Salaries, Wages, and Stipends *(Policy DEA)*

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to Federal Law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked. (See Overtime Compensation).

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. All employees will receive written notice of their pay and work schedules at the beginning of each school year. Classroom teachers and librarians will be paid no less than the minimum locally adopted salary schedule. Contract employees who perform extracurricular duties may be paid extra duty pay or an athletic stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the Human Resources Department (408-4185) for more information about the district's pay schedules or their individual compensation.

### Paychecks

All contract employees and most at-will personnel are paid once per month over a twelve-month period. Exceptions are cafeteria personnel, bus drivers, 190-day custodians, and security guards, who are paid once per month during the months of employment. During the school year, paychecks are delivered to each campus or department. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks for employees who work less than 226 days will be mailed unless the Payroll Department receives a written request for different arrangements.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. See the illustrated guide, Exhibit A, if you have questions about your payroll statement.

Normally the 10$^{th}$ of the month is the cut-off period for transactions to be included in the monthly check. However, there are months when paychecks are distributed early because of a holiday schedule and the cut-off period for transactions will be set at about 10 days prior to that distribution.

The schedule of pay dates for the 2004-2005 school year follows:

| | |
|---|---|
| September 27 | March 24 |
| October 27 | April 27 |
| November 19 | May 27 |
| December 16 | June 27 |
| January 21 | July 27 |
| February 25 | August 26 |

## Automatic Payroll Deposit

The District offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into their checking account, savings account or both. A notification period of two months is necessary to activate this service. With automatic deposit, an employee's paycheck is immediately available on the pay date. Contact Payroll for more information about the automatic payroll deposit service. The final check of any employee leaving the District must be picked up in the Human Resources office. Supervisor must clear an employee before a final paycheck will be issued.

## Payroll Deductions *(Policy CFEA)*

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have 457 Deferred Compensation contributions deducted. Federal Law requires the 457 Deferred Compensation deductions.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, and life insurance; annuities or 403(b) funds; the higher education savings plans; child support; student loans; United Way; and savings bonds. Employees may also request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

## Overtime compensation *(Policy DEA)*

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time). The following applies to all nonexempt employees:

Employees can accumulate up to 60 hours of compensatory time.

Comp time must be used in the duty year that it is earned.

Use of comp time may be at the employee's request with supervisor approval as workload permits.

An employee may be required to use comp time before using any other available paid leave (e.g.,

sick, personal, vacation).

Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

In calculating the 40-hour week, employees do not calculate the time used for lunch break or other breaks. Lunch should be taken somewhere other than the regular workstation.

## Travel Expense Reimbursement *(Policy DEE)*

Before an employee incurs any travel expenses, the employee's supervisor and assistant superintendent must give written approval on the district's "Travel Authorization" form. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district and the Internal Revenue Service. Employees must submit their request to be reimbursed, along with receipts for expenses other than mileage, to their supervisor on the approved Travel Expense Report form for approval. No reimbursement will be made without a receipt. All forms are now on-line.

## Health, Dental, and Life Insurance *(Policy CRD)*

**Group health** insurance coverage is available to eligible employees. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a benefits booklet available from the HR Department or online at *www.granbury.k12.tx.us* under the Human Resources link.

The insurance plan year is from December 1 through November 30

All insurance information will be included in the benefits booklet. Additionally, employees may contact Wausau Benefits at www.wausaubenefits.com and www.diversifiedbenefits.com and or by calling Purselley Associates at 1-(800)-801-9882.

**New employees** must complete insurance enrollment forms within the first week of employment. Current employees can normally make changes in their insurance coverage during the open enrollment period each October. For employees whose family situations change with a qualifying event, insurance changes can be made in the Business Department within 30 days of the event that causes such family changes. **Exceptions cannot be made to this 30-day rule.** Employees should contact the Business Department for more information at 817-408-4015.

## Supplemental Insurance Benefits *(Policy CRG)*

At their own expense, employees can enroll in supplemental insurance programs. Premiums can be paid by payroll deduction. Employees should contact the Human Resources office for more information at 817-408-4185 and/or consult the Benefit booklet available online at www.granbury.k12.tx.us under the Human Resources Link.

## Cafeteria Plan Benefits (Section 125)

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

New employees must accept or reject the Cafeteria Plan during their first month of employment. All employees must accept or reject this benefit on an annual basis during the open enrollment period. The calendar year is December 1 through November 30. To amend or revoke an election under a 125 Cafeteria Plan within the calendar year, the participant must have a family status or employment status change. The eligible changes are marriage, divorce, death of a family member, death of a dependent,

disability, layoff, retirement, termination of employment, spouse employment change, birth or adoption of a dependent, leave of absence, or return from leave of absence.

Employees may also elect un-reimbursed medical expenses, dependent care, or orthodontia as a Flexible Spending Account. A third party administrator, Diversified Benefits, handles claims made on Flexible Spending Accounts (FSA).

Effective September 1, 2004, the State of Texas will provide each eligible public school employee with a health reimbursement account that is state-funded on a monthly basis. This account can be used for qualified health care expenses. The Teacher Retirement System of Texas (TRS) is responsible for the program, and Aetna has been selected as the administrator to implement the program, pay claims, and manage the individual accounts. TRS-HRAccount welcome kits will be sent to participants' homes in September. Your kit will have all of the information you will need to get started. **You don't need to do anything before September.** TRS-HRAccount changes the flow of the supplemental compensation funds and how those funds can be used. Currently, eligible employees can take these funds as supplemental compensation or deposit them into a cafeteria plan. Beginning September 1, 2004 the funds will instead be deposited into the participant's TRS-HRAccount. Participants will have several ways to access their funds:

- Their TRS-HRAccount Debit Card – for prescription co-pays and coinsurance, doctor office co-pays or medical, dental or vision services
- Direct claim submission by the provider
- An on-line premium payment tool – for initiating certain health care premium reimbursements.
- Submitting paper claims

Participants may also choose to accumulate their funds for future use. Unused funds are carried over from year to year. If you'd like more information about TRS-HRAccount, go to www.trs.state.tx.us

## Workers' Compensation Insurance *(Policy CRE, DEC and TX Labor Code §504.018(b))*

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or injured on the job. The District has worker's compensation coverage from Claims Administration Services, Inc., effective September 2000. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's supervisor and to Larry Anderson, Director of Facilities at 817-408-4075. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Worker's Compensation Benefits, page 23 for information on use of paid leave for such absences.

## Unemployment Compensation Insurance *(Policy CRF)*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits 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 employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Department at 817-408-4185.

## Teacher Retirement *(Policy DEG)*

All personnel employed on a regular basis for at least one-half time of the normal work schedule are members of the Texas Teacher Retirement System (TRS). For new employees, there is a 90-day waiting period before TRS membership begins. Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Payroll Department and the Human Resources

Department as soon as possible. Information on the application procedures for TRS benefits is available through both the Payroll Department and the Human Resources Department. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 1-800-223-8778 or 512-397-6400. If you have a TRS PIN number, you may call 1-888-877-0123 or website: www.trs.state.tx.us.

### Other Benefit Programs *(Policy DEB)*

Children of non-resident district employees may attend District schools tuition free if approved by the Superintendent or designee. Placement in a specific school will be based upon the capacity and the current enrollment of the campus.

**The District offers supervised, before and after school care for children of all GISD Employees at a discounted rate. The service is offered for children Pre-K through 6th grade.**

## Leaves and Absences *(Policy DEC)*

The District offers employees paid and unpaid leaves of absence for times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should contact the Human Resources Department at 817-408-4185 for counseling about leave options, continuation of benefits, and communicating with the District.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district, as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are not on active payroll status.

### Reporting Absences

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave procedures and forms. **All employees must notify their immediate supervisor or his/her designee and call the absence reporting system any time they are absent or enter the absence on the GISD Webcenter at sems.granbury.k12.tx.us**.

The District has an absence reporting system, which all employees are required to use when the employee is absent from work. The absence reporting system records the employee's absence and calls a substitute for teachers only. The telephone number of the absence reporting system is 817-408-4444. The help desk number is 817-408-4185.

Each employee is issued his/her own personal identification number or PIN number. To register as a new user and receive a PIN number:

1. **PRESS** the **STAR KEY** when system asks for Personal Identification Number.
2. **PRESS 9** when the system says, "If calling as a Substitute PRESS 1, otherwise PRESS 9".
3. **ENTER YOUR SOCIAL SECURITY NUMBER,** by pressing the telephone keys.
4. **RECORD YOUR NAME.**
   **PRESS 1** if you like the recording.
   **PRESS 9** if you want to re-record your name.

5. The System reads your WORK LOCATION, then your JOB DESCRIPTION.

   **PRESS 1** if information is CORRECT, OR
   **PRESS 3** if information is NOT CORRECT, OR
   **PRESS 5** to hear the information again.

6. The System tells you your PIN.

**PRESS 9** to review your PIN.
**PRESS 1** if written correctly.

Employees shall use only their own personal identification number to report absences to the substitute system. Write your PIN number down and keep in a safe place or with you at all times.

**STEP 1:** To enter an absence, call the system telephone number and enter your PIN when prompted, then press "1" to enter an absence.

**STEP 2:** Press "1" for a one-day absence for the CURRENT day, or
Press "5" for a one-day absence for the NEXT work day, or
Press "7" to enter the dates and times.

**STEP 3:** If you pressed "1" or "5" to enter a one-day absence, the System states your normal START and END times.
Press "1" to use those times for the absence, then skip to step 4 or
Press "5" to manually enter the START and END times, then listen as the System reads your regular START TIME
--If the absence Starts at the time offered, press the STAR KEY, or
--If the absence Starts at another time, enter 2 digits for hour and 2 digits for minute (EXAMPLE: Enter 8:05 as 0805) If the system asks you to do so, press 3 if the time is AM or 7 if the time is PM. Repeat this procedure to enter the END time. Then skip to Step 4.

a) If you pressed 7 to enter all dates and times:
--Enter the Date the absence STARTS.
--Press the STAR key to accept the date offered, or
Enter 2 digits for the month and 2 digits for the date (EXAMPLE: March 4 as 0304)

b) --Enter the time the absence STARTS
--Press the STAR key to accept the time offered, or
Enter 2 digits for the hour and 2 digits for the minutes (EXAMPLE: 8:05 as 0805)
Then, if the system asks you to do so, Press 3 if the time is AM and 7 if PM.

c) Repeat the procedures in 3a to enter the date the absence ENDS, then the procedures in 3b to enter the time the absence ends.

**STEP 4:** Enter the number, which corresponds, to the Reason for Absence (see list below), and then press the STAR key. NOTE: to hear a list of absence reasons, press the STAR key by itself.

**STEP 5:** Press "1" to record special instructions that will be read when offering the job to substitutes, or
Press "5" to by pass this step.

**STEP 6:** Press "1" if a substitute **IS** required for this absence, or
Press "3" if **NO** substitute is required, then skip to step 8.

**STEP 7:** Press "1" to request a particular substitute, or
Press "3" to bypass this step.

If you request a particular substitute, enter the substitute's telephone number and press the STAR Key. When requested, confirm the substitute, then;
--Press "1" if no prior arrangement has been made with the substitute but you want the system to offer this assignment to the selected substitute before offering it to others, or
--Press "3" to automatically assign the substitute, then Press "1" to confirm that the substitute has already agreed to fill the absence. The system will not contact this or any other substitute.

**STEP 8:** Press "1" to receive the job number. IMPORTANT: Wait for the system to say the job number, which completes entry of the absence.

**TO REVIEW OR CANCEL AN ABSENCE, OR MODIFY SPECIAL INSTRUCTIONS:**

**STEP 1:** Call the system telephone number, enter your PIN when prompted, then Press "5" to review or cancel an absence.

**STEP 2**: Listen to the absence information the system plays.
Press "1" to hear the information again, or
Press "3" to hear another absence, or
Press "5" to cancel the job the system just played, or
Press "6" to modify special instructions.

If you select "5" to cancel the job, you must press "1" to confirm the cancellation request when asked.

If a substitute is assigned:
Press "1" if you want the system to call the assigned substitute and inform him/her that this job has been canceled, or
Press "5" if you are certain the assigned substitute knows this job has been cancelled and the system does not need to call the assigned substitute to inform him/her that the job has been cancelled. Wait for the system to say, "Job Number XXXXXX has been cancelled." If you do not wait to hear the system say this, you have no assurance the job has been cancelled and a substitute may report for the job**.** IT IS THE EMPLOYEE'S RESPONSIBILITY TO BE SURE THE SUBSTITUTE IS INFORMED OF THE CANCELLATION!!!!

If you select "modify" special instructions, the system guides you through the steps of reviewing and replacing (if desired) the voice message of special instructions, in much the same manner as you originally recorded the instruction.

**To enter an absence on the GISD WebCenter at sems.granbury.k12.tx.us –**

**Log on:** Open your Internet Browser and access the SEMS WebCenter site. Login information includes two identifiers that must be entered. When you have entered both field, press the **LogOn** button.

**Log off:** To end the session and disconnect from WebCenter, press the **LogOff** link found in the lower portion of the screen.

**Printing:** You can print any of the screens you are currently viewing by using your browser's print icon.

Press the **Create Absences** tab to enter an absence.

Select the **Location, Classification, and Reason** that applies to this absence from the drop down menus.

Select **Start** and **End** Dates for your absence by clicking on the down arrows or using the Calendar icon. Ensure that the correct **time** is entered.

If this is a multiple day recurring absence, remove the checkmark(s) from the **Work Days** boxes that **do not** apply to this absence.

Indicate if a substitute is required for this absence.

To request a particular substitute, enter the Substitute's ID number or use the Search feature to find the Substitute by name.

Indicate if the requested substitute has agreed to accept the job. If **Yes** is selected, the substitute will not be called.

Press the **Submit** button when you have completed the form to validate the information. Errors will be displayed in red below the tabs. When the data is corrected, press the **Submit** button again.

The confirmation screen allows you to verify that the information is correct before the job is created. Press the **Create Job** button to create the job and receive the job number OR press the **Cancel** button to

return to the **Absence Creation** form without creating the absence.

If the absence has been successfully entered, a message will be displayed to indicate this along with the Job Number.

Press the **Continue** button to return to the **Create Absence** tab.

Press the **Review Absences** tab to:

- Review past, present and future absences
- Cancel and absence

Select the date range for your search by pressing the down arrows for Month/Day/Year or using the Calendar icon and press the **Search** button OR press the **Search All** button to get a list of all of your absences.

Use the **Next** and **Previous** buttons to navigate through the records on the list.

To cancel the job or view the job details, press the **Job number link.**

If you want the system to notify the substitute of the job cancellation (by calling them), place a checkmark in the box "Does the substitute need to be notified of your cancellation".

To confirm that you do want to cancel the absence, press the **Cancel Job** button.

You have **not** cancelled the absence until you press the **Cancel Job** button. A successful action will display to confirm the cancellation.

The system calls substitutes during these times: **Current day's jobs: Weekdays 5:30 a.m. – 11:00 a.m.**
**Future Jobs: Weekdays 4:30 p.m. – 9:00 p.m.; Sundays 8:00 p.m. – 9:30 p.m.**
**Holidays 7:00 p.m. – 9:00 p.m.**

**ABSENCE REASONS:**

1. Personal Illness
2. Family Illness
3. Personal Business
4. Bereavement
5. Jury Duty
6. Compensatory Time
7. 240 Non-Contract Days
8. Workers' Comp
9. 226 Non-Contract Days
10. School Business –(See Note below)

**Note**: School Business absences will be specifically described by your supervisor in advance. He/she will provide you with the appropriate number for the absence reason before you call the system.

Any employee who is absent more than five (5) consecutive days because of a personal illness, upon return to work, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the nature of the illness, and fitness to return to work. An employee absent more than three (3) consecutive days because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness.

Personal and local sick leave are earned at the rate of one-half (1/2) day of each for every 17 days employed up to 5 days of each type. Leave is available for the employee's use immediately. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

# TYPES OF LEAVE

## Personal Leave

State law requires that all employees receive up to five days of paid personal leave per year. Personal leave is earned at a rate of one-half (1/2) day for every 18 days employed, up to a total of five per year. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts. There are two types of personal leave: non-discretionary and discretionary.

**Non-discretionary:** Leave that is taken for personal or family illness, emergency, or a death in the family or active military services is considered non-discretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

**Discretionary:** Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request five (5) days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of a substitute, will be considered by the principal or supervisor.

A **maximum** of ten percent of the campus employees in each job category will be permitted to take discretionary personal leave at the same time. Discretionary personal leave is to be granted only upon approval by the supervisor and shall not be granted when it would create a hardship in a department or on a campus.

Discretionary leave may not last more than five (5) consecutive workdays, except in extenuating circumstances as determined by the superintendent.

Discretionary leave may not be taken on the following key days: on the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, professional or staff development days or workdays, and the first or last day of a grading period. However, extenuating circumstances may be considered by the supervisor to evaluate exceptions.

Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary at least one workday prior to the requested leave date. When a person's state personal leave has all been used, local sick leave is not available for personal reasons. Local sick leave can only be used for the reasons discussed below.

## Sick Leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in whole or half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

Sick leave may be used for the following reasons only:

-Employee illness.
-Illness in the employee's immediate family, defined in DEC (LOCAL) as:

1) Spouse,
2) Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis.*
3) Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4) Sibling, step-sibling, sibling-in-law.
5) Grandparent and grandchild.
6) Any person who may be residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act, the definition of "family" shall include only items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law and parent-in-law

-Family emergency (i.e., natural disasters or life-threatening situations).
-Death in the immediate family.
-Active Military Service

## Local Sick Leave

All employees except bus drivers and bus attendants shall earn an additional five equivalent workdays of local sick leave per school year, concurrently with state personal leave. Local sick leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1997-98 school year, except as otherwise provided by DEC (LOCAL), and is available for the employee's use at the beginning of the school year. When an employee who ceases to be employed by the District has used more leave than he/she has accumulated or earned, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

## Temporary Disability - Certified Employees

Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures. If temporary disability leave is approved, it will run concurrent with any Family Medical leave for which the employee may be eligible and with all accrued sick and personal leave.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Executive Director of Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to a comparable position to that vacated but not necessarily the same assignment as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

## Family and Medical Leave

Employees who have been employed by the district for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between July 1 and June 30 for the following reasons:

-The birth, adoption, or foster placement of a child
-To care for a spouse, parent, or child with a serious health condition
-An employee's serious health condition

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, the District may require teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

-To allow an employee to care for a seriously ill spouse, child, or parent
-When an employee requires medical treatment for a serious illness
-When an employee is seriously ill and unable to work

Intermittent leave shall not be permitted for the birth of an employee's child or the adoption or placement of a child with the employee.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact his/her supervisor and the Human Resources Department as soon as possible. Employees may be required to provide the following:

-Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
-Second or third medical opinions and periodic re-certification of the need for leave.
-Periodic reports during the leave regarding the employee's status and intent to return to work.
-Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work.

Employees requiring family and medical leave should contact the Department of Human Resources at 817-408-4185 for details on eligibility, requirements, and limitations.

## Workers' Compensation Benefits

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

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

All injuries that occur at work should be reported to the immediate supervisor. Any questions should be directed to Larry Anderson, Director of Facilities at 817-408-4075.

**You may elect to retain your common law right of action if, no later than five (5) days after you begin employment or within five (5) days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain worker's compensation income or medical benefits if you are injured."**

## Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits.

## Return to work

Upon return to work, after five or more consecutive days of absence resulting from a disabling disease or injury and before an employee can return to regular duties, each employee must present his/her supervisor with a medical release from the employee's attending physician stating the employee is able to perform the duties of the employee's regular assignment. The supervisor must send a copy of the medical release to the Human Resources Office immediately.

## Bereavement Leave

Use of state leave and/or local sick leave for death in the immediate family (as defined in Local Policy DEC) shall not exceed five (5) workdays per occurrence, subject to the approval of the District.

## Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation for this service. Employees not selected for jury duty or employees released early are expected to return to work if at least three hours of their workday remains.

## Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in civil, criminal, legislative, or administrative proceedings. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need of leave for court appearances.

## Catastrophic Sick Leave Bank

The purpose of the catastrophic sick leave bank is to provide additional paid sick leave days to members of the bank who experience a disabling catastrophic event. Days may be requested from the bank only after the member has exhausted all accumulated state leave and local sick leave days and has taken five days of leave without pay.

A disabling catastrophic event is an unexpected and unavoidable illness, surgery, or injury that is critical, debilitating, and/or life threatening. Pregnancy, childbirth, and maternity leave shall not be covered by the bank. Exceptions due to complications may be considered on an individual basis. [See below.]

For purposes herein, bank shall refer to the District Catastrophic Sick Leave Bank, and DAC shall mean the District Advisory Committee.

All full-time employees of the District who have completed two years of service immediately preceding the enrollment period shall be eligible for membership. In order to be considered full-time employees, personnel shall work 35 to 40 hours a week and be designated full time for payroll-related purposes. Participation is voluntary, but requires contribution to the bank. [See below.]

The governing committee that approves or disapproves all requests for sick leave bank days shall be the District Advisory Committee (DAC) and shall be composed of members of the Catastrophic Sick Leave Bank. The Superintendent shall vote only if necessary to break a tie.

Any employee who is eligible to join the bank may do so by contributing two days of accrued local sick leave. An employee desiring to join during the current school year shall have prior accrual of at least two local sick leave days.

All eligible personnel who join or renew membership in the bank within the enrollment period shall be eligible for benefits beginning with the first official day of work for that school year.

Employees desiring to join the bank shall complete the membership application form and submit it to the Human Resources Department. The Human Resources office shall verify the employee's eligibility and complete the necessary records to enter the membership.

To become a new member of the bank, an employee shall contribute two days from his or her prior years' accrued local sick leave. These days shall be subtracted from the member's accrued local sick leave. The two days donated become the property of the District. All donations shall remain in force and shall not be returned even upon cancellation of a membership. For bank purposes, the school year shall be from September 1 through August 31.

Contributions for renewal of membership shall be accepted beginning July 1. In no event shall the annual contribution be more than two days per fiscal year. For contributing members who did not use the bank the prior year, the annual rate of contribution shall be one day of sick leave per year until the bank is secure. The bank shall be considered secure when the total number of available days is at least twice the number of members.

If a member uses two or more days from the bank during this period, he or she shall be required to donate an additional two days the following school year (September through August) in order to have continuing membership in the bank. If the member uses fewer than two days, he or she may be required to donate one and one-half days, but in no event less than one day. The days will of necessity come from the new current year's leave allowance.

If a member cancels his/her membership in the bank, the two days contributed for membership remain the property of the bank. If, at a later date, this individual wishes to rejoin the bank, he/she may do so during the enrollment period by again donating two days.

Grants shall be considered only for a disability lasting five consecutive days or longer.

Days from the bank shall be granted based on the following:

1. Sick leave days shall be granted only for absences from working days and shall not be granted for holidays, vacation days, or other such days for which the member is not paid.
2. Sick leave days from the bank shall be available only in the event of unexpected extended illness, surgery, or injury. Pre-existing conditions shall not be covered.
3. Pre-existing conditions shall include, but shall not be limited to, any condition for which the member received treatment during the 12-month period preceding the member's enrollment in the bank. Charter members shall be exempt from meeting these conditions.
4. Pregnancy and accompanying complications shall not be covered by the bank. Complications arising from childbirth shall be considered on an individual basis, providing the recovery period requires longer than six weeks.
5. Catastrophic Sick Leave Bank grants shall not be authorized for illness or disability resulting from substance abuse rehabilitation (including injuries resulting from substance abuse), self-inflicted injury, or act of war.
6. The maximum number of days that may be granted to any one member of the bank shall normally be 40 days per school year. Additional days may be granted upon recommendation of the DAC and Superintendent, and approval by the Board.
7. The bank shall not grant more days than its members have collectively contributed.
8. The DAC may request a medical review by a physician of the committee's choice at the member's expense.

9. The bank shall normally be used only by the individual member for his or her personal illness or to care for dependent children or a spouse.
10. The DAC may consider a request by a member for days to assist a critically or terminally ill member of his or her immediate family (as defined in policy DEC) not to exceed ten days per year.
11. Sick leave days from the bank shall not be granted for any period of disability when monies are paid to the member under the Workers' Compensation Act.
12. At the end of the school year (August 31), all unused sick leave days in the bank shall be carried over to the next school year (September 1 through August 31).
13. A contributor shall lose the right to use the benefits of the bank by:
    a. Termination or suspension of employment in the District.
    b. Cancellation of participation by the member (in writing) at any time.
    c. Attempted abuse of the bank and/or its policies.
    d. Refusal to continue regular contributions.
14. The Human Resources Department will provide members of the bank with an annual audit of the bank.

A member who needs additional days after all accumulated state personal leave days and local sick leave days have been used may submit a request for days from the bank, by letter to the Superintendent. The letter should be sent to the Human Resources office for collection of pertinent data. Additional information may be found in Board Policy DEC (LOCAL).

# Military Leave

## Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. **(In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.)**

## Re-employment after Military Leave

Employees who leave the district to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be re-employed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for re-employment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for re-employment to Granbury ISD Department of Human Resources.

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 18 months. Employees should contact the Department of Human Resources at 817-408-4185 for details on eligibility, requirements, and limitations.

# Employee Relations and Communications

## Employee Recognition and Appreciation *(Policy DJ)*

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include an annual dinner hosted by the superintendent and Board of Trustees to present service pins for 5-year increments and to honor the district's elementary and secondary Teachers of the Year and current retirees. **(Employees of the year from various Departments will also be honored at the banquet.)**

## District Communications

Throughout the school year, the Superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements, as well as Board action. **(All of these publications can be found on the District Website at www.granbury.k12.tx.us)**

# 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 and 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 procedure concerning the process of bringing complaints and grievances is printed as follows:
This policy and procedure shall not be construed to create new or additional rights beyond those granted by Board policy or law.

For purpose of this policy, "days" shall mean calendar days.

**LEVEL ONE.** Unless otherwise specified in policy, an employee shall initiate a grievance at Level One. An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing on a form provided by the District. The form must be filed within fifteen (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 (7) days after receipt of the written request. The principal or supervisor shall have seven (7) 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 (7) days following receipt of a written response or, if no written response is received, within seven (7) days of the response deadline. The Superintendent or designee shall hold the conference within seven (7) days after receipt of the written request. The Superintendent or designee shall have seven (7) 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 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 (7) days following receipt of a written response or, if no written response is received, within seven (7) 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. The Level Three proceeding before the Board shall be recorded by audiotape. The presiding officer may set reasonable time limits. The Board shall consider the grievance and may request a response from the administration, but the Board is not required to respond or take any action on the matter. The lack of a response by the Board upholds the administrative decision at Level Two. If the Board chooses to respond, the Board shall then make and communicate the decision orally or in writing at any time, up to and including the next regularly scheduled Board meeting.

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, color, 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.

Initial procedures and information regarding sexual harassment by other employees are found in DHC (LOCAL) and information regarding federal nondiscrimination is found in DAA (LOCAL).
An employee's dismissal or non-renewal 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

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

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

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.

An employee should also carefully read policy DGBA (Local) for more complete information about this process.

# Employee Conduct and Welfare

## Standards of Conduct *(Policy DH)*

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

-Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.

-Report to work according to the assigned schedule.

-Notify their immediate supervisor in advance as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.

-Know and comply with department and district procedures and policies.

-Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.

-Use district time, funds, and property for authorized district business and activities only.

-Refrain from making comments of a negative, degrading, disparaging, hurtful, or destructive nature toward coworkers or students.

-Cursing, obscene or abusive language will not be tolerated under any circumstances.

-All GISD administrators will use and model positive leadership styles with teachers, staff, parents, students and community members that will foster a positive, nurturing and caring learning environment and workplace.

**(-All District employees should perform their duties in accordance with state and federal law, District policy, and ethical standards for professional educators. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification,* page 41 for additional information.)**

## *Code of Ethics and Standard Practices for Texas Educators*

***Statement of Purpose***

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

***Professional Standards***

***1. PROFESSIONAL ETHICAL CONDUCT, PRACTICES, and PERFORMANCE***

***Standard 1.1*** *The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.*
***Standard 1.2*** *The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*
***Standard 1.3*** *The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.*
***Standard 1.4*** *The educator shall not use institutional or professional privileges for personal or partisan advantage.*
***Standard 1.5*** *The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.*
***Standard 1.6*** *The educator shall not falsify records, or direct or coerce others to do so.*
***Standard 1.7*** *The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.*
***Standard 1.8*** *The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.*

***2. ETHICAL CONDUCT TOWARD PROFESSIONAL COLLEAGUES***

***Standard 2.1*** *The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.*
***Standard 2.2*** *The educator shall not harm others by knowingly making false statements about a colleagues or the school system.*
***Standard 2.3*** *The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.*
***Standard 2.4*** *The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.*
***Standard 2.5*** *The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.*
***Standard 2.6*** *The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.*
***Standard 2.7*** *The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.*

***3. ETHICAL CONDUCT TOWARD STUDENTS***

***Standard 3.1*** *The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.*
***Standard 3.2*** *The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.*
***Standard 3.3*** *The educator shall not deliberately or knowingly misrepresent facts regarding a student.*
***Standard 3.4*** *The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.*
***Standard 3.5*** *The educator shall not engage in physical mistreatment of a student.*
***Standard 3.6*** *The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.*
***Standard 3.7*** *The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.*

## Harassment *(Policies DHB, FNCL)*

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the superintendent. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (*See Complaints and Grievances).* To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who reports perceived harassment.

## Sexual Harassment *(Policies DHC, FNCJ, FFG)*

### Employee-to-Employee

Sexual harassment of a co-worker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

-Submission to such conduct is explicitly or implicitly a term or condition of employment.

-Submission to or rejection of such conduct is used as the basis for employment decisions.

-The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, or Jan VanDorn, Assistant Superintendent of Schools @ 817-408-4009. Employees must follow the procedures outlined in this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser. (See Complaints and Grievance). The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees. The district's policy outlining the process of filing complaints of sexual harassment is reprinted below:

### Complaint Procedure

For the purpose of the following complaint process, "days" mean calendar days.

An employee who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal, immediate supervisor, or Title IX Coordinator for employees. No procedure or step in this policy shall have the effect of requiring the employee alleging harassment to present the matter to a person who is the subject of the complaint.

### Level One

The employee shall request a conference with the principal or immediate supervisor by submitting the complaint in writing or by requesting a conference. If the complaint is made orally, the supervisor receiving the complaint shall reduce it to writing.

The principal or supervisor shall hold the conference as soon as possible, but in any event within seven days after receipt of the complaint. The principal or supervisor shall ordinarily have seven days following the conference within which to investigate and respond to the complaint.

### Level Two

If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may request a conference with the Superintendent or designee to discuss the complaint. The request should be in writing and shall be filed within seven days following receipt of a written response or, if no written response is received, within seven days of the response deadline.

The Superintendent or designee shall hold the conference as soon as possible but in any event within seven days after receipt of the written request. The Superintendent or designee shall have seven days following the conference within which to respond.

### Level Three

If the outcome at Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may present the complaint to the Board. The Superintendent shall place the matter on the agenda for the next regular Board meeting.

The Superintendent or designee shall provide the Board with copies of the employee's original complaint, all responses, and any written documentation previously submitted by the employee and the administration.

The Level Three proceeding before the Board shall be recorded by audiotape. The presiding officer shall allow a reasonable time for presentation of the complaint. The Board shall consider the grievance and shall request a response from the administration.

### Closed Meeting

The Board may hear the allegation of sexual harassment in closed meeting, if posted in accordance with law, unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.

## Sexual Harassment/Sexual Abuse *(Policies DHC, U.S.CONST.AMEND.14)*

### Employee-to-student

Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

-Engaging in sexually oriented conversations for the purpose of personal sexual gratification.

-Telephoning students at home or elsewhere and engaging in inappropriate social relationships.

-Engaging in physical contact that would reasonably be construed as sexual in nature.

-Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact Jan VanDorn, Assistant Superintendent of Schools at 817-408-4009.

## Staff Dress Code

A dress code for employees is established to ensure modeling of good grooming and hygiene and appropriate dress for work. Staff shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming, that in the supervisor's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

All GISD staff members should maintain a neat, professional appearance. The public tends to judge a school and community, in part, by the staff member's dress (condition, appropriateness, neatness, cleanliness, and the manner in which it is worn); therefore, all staff is expected to comply with professional standards. Some specific examples of what will and will not be considered appropriate at GISD are as follows:

1. No revealing apparel will be permitted. Sheer fabrics or see-through materials without proper under clothing will not be permitted. Proper underclothing should be worn at all times.
2. Shoes or sandals shall be worn while at school. Thongs are not permitted
3. Hats and caps are not to be worn inside the building before, during, or after school.
4. All apparel, including culottes, knickers, dresses, skirts, shorts, and skorts can be worn fingertip plus on inch in length and must be hemmed. However, three inches above the knee is the shortest allowed. Slits cannot open higher than 3 inches above the knee.
5. Pants are to be appropriately fitted.
6. Jogging suits, biking shorts or leggings are not allowed.
7. Stirrup pants will be allowed, however, the top (i.e. the shirt or blouse) must cover the wearer's bottom.
8. Hair will be clean and neatly styled, non-distracting. Ponytails are acceptable.
9. Male staff may wear neatly trimmed, established beards and mustaches.
10. Facial jewelry is limited to earrings worn in the ear only. The number of earrings one may wear will be left to the discretion of the individual.
11. Coaches may be allowed to wear coaching clothing in academic settings only if there is not sufficient time, in the principal's opinion, to change clothes.
12. Casual Fridays will continue to be observed, but are not limited to any category of clothing.
13. Substitutes must comply with the dress code.

**NOTE:** Staff should wear appropriate clothing for special events such as field trips, field days, etc.

## Drug-Abuse Prevention *(Policies DH, DI)*

Granbury ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy on drug abuse and drug-free schools follows:

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

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.
Alcohol or any alcoholic beverage.
Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
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. If the supervisor has reasonable suspicion that an employee is under the influence of drugs, the supervisor may send the employee to be tested for drugs immediately. The employee will be accompanied to the testing site by the supervisor or his designee.

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

**DRUG ABATEMENT:** The District shall maintain a drug-free environment and shall establish, as needed, a program complying with federal and state requirements. The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment.
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

## 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.

## (Psychotropic drugs *(Policy FFAC)*

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

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

## 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 suspicion. Reports to Child Protective Services can be made to a local office (817-573-8612) or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution 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 Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate 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.

## 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.

## 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:

-Read the safety manual appropriate for the position held.

-Attend all required safety meetings.

-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
Larry Anderson, District Safety Officer at 817-408-4075.

## Tobacco Use *(Policies DH, GKA, FNCD)*

**Smoking or using tobacco products is prohibited by law on all District-owned property**. This includes all buildings, playground areas, parking facilities, and facilities owned by the district or used by the district for athletics and all 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.

## 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

## Possession of Firearms and Weapons *(Policies FNCG, GKA)*

Employees, visitors, and students are prohibited from bringing firearms, 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 their supervisors or call the principal or building supervisor immediately.

## Visitors in the Workplace *(Policy GKC)*

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

## 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. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded) or
2. The new copy is a backup; Backups cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the District to network the program or allows other specified multiple use of the single copy. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

The Technology Coordinator must approve software before it can be ordered and all software must be loaded by an employee of the Technology Department or with the express written approval of the Technology Department.

## Computer Use and Data Management *(Policy CQ)*

The District's electronic communications system, including its network access to the Internet, is to be used for administrative and instructional purposes only. Limited personal use of the system is permitted if the use:

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

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures. It is a privilege for students and employees to use the District computer resource. The GISD must have on file a signed "Acknowledgement of Understanding" of the "GISD Computer Network and Internet Access Policy" from each employee before he/she can use the District's computers. The "Employee Handbook Receipt" in the front of this book, serves as the "Acknowledgement of Understanding". The policy, the procedures and the "Acknowledgement of Understanding" sheet are also all available on-line. Your immediate supervisor will provide you a copy of all related items. Failure to abide by these provisions can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about

computer use and data management can contact Ton Potappel at 817-408-4100.

# GRANBURY ISD COMPUTER ACCEPTABLE USE POLICY

Disclaimer

This document is required by the Texas Education Agency and is to be completed by all employees and students of any and all Texas Public Schools. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and GISD is not responsible of material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet as GISD is governed by the following policy:
Permitted Use of Network/Internet – Terms and Conditions

The computer network is the property of GISD and may only be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs or studies. GISD believes that information and interaction available on the network/Internet far outweighs the possibility that users may obtain material that is not consistent with the educational goals of GISD. GISD expects legal, ethical and efficient use of the Network/Internet.

**User Responsibility** – Network/Internet users are responsible for their actions in accessing available resources.

**Privilege** – Use of GISD Network/Internet account is a privilege, not a right.

**Subject to System Administration** – All Granbury ISD Network/Internet account usage is subject to the Director of Technology and/or manager's perusal for virus scanning or inappropriate use.

**Inappropriate Use** – Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. GISD has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

**Violation of Law** – Transmission of any material in violation of U.S. or state law is prohibited. This includes, but is not limited to the following: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret. Any attempt to break the law using a GISD computer may result in disciplinary action up to and including termination of employment and personal liability for violation of the law. Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, GISD will fully comply with the authorities to provide any information necessary for the litigation process.

**Commercial Use** – Use of commercial, income generating or "for profit" activities, product advertisement, or political lobbying of any nature is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

**No Expectation of Privacy** – Employees and/or students are given computers and Internet access to assist them in the performance of their jobs and to enhance their learning. Employees and/or students should have no expectation of privacy in anything they create, store, send, or receive using GISD's computer equipment. The computer network is the property of GISD and may be used only for GISD purposes.

**Waiver of Privacy Rights** – User expressly waives any right of privacy in anything he/she creates, stores, sends, or receives using GISD's computer equipment or Internet access. User consents to allow GISD personnel access to and review of all materials created, stored, sent or received by User through any GISD network or Internet connection.

**Monitoring of Computer and Internet Usage** – GISD has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

# General Procedures

**Asbestos Management Plan** *(Policy CKA)*

The District is committed to providing a safe environment for employees. An accredited management planner has developed an Asbestos Management Plan for each piece of district property. A copy of the district's management plan is kept in the Superintendent's office and is available for inspection during normal business hours.

**(Gifts and Favors *(Policy DBD)***

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

**Pest Control Treatment** *(Policy DI)*

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in each building. Pest control information sheets are available from campus principals or facility managers upon request.

**Bad Weather Closing** *(Policy CKC)*

The District may close schools for a full day or part of a day 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. Employees and/or parents may call 817-408-4000 for a recorded message with regard to school closures. This information can also be found at the District web site @ www.granbury.K12.tx.us. When it becomes necessary to close the school, to open late, or to release students early, the following radio and television stations will be notified by school officials:

GEA Channel 7
WBAP AM 820
KXAS Channel 5

When schools are officially closed, Employees working 250 and/or 240 days are required to report or call the employee Absence Reporting System 817-408-4444.

**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.

### Purchasing Procedures *(Policy CH)*

All requests for purchases must be submitted through the principal or supervisor to the Business Department on an official District Purchase Order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. **The District will not assume responsibility or reimburse employees for purchases made without authorization and employees will not be reimbursed for cash purchases made outside the normal purchasing procedures.** Employees are not permitted to purchase supplies or equipment for personal use through the District's business office and no supplies, material, or equipment shall be shipped to any employee's home address. Contact Sharay Boynton, Finance Director, at 817-408-4015 for additional information on purchasing procedures.

### Name and Address Changes

It is important that employment records be kept up to date. Employees should notify the Human Resources office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department @ 817-408-4185. This information should also be supplied to the employee's immediate supervisor. In addition, certified employees are responsible for maintaining current, accurate personal data with the SBEC by accessing the website at www.sbec.state.tx.us

### Personnel Records *(Policy GBA)*

Most District records including personnel records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to or have the following information included in a staff directory by submitting a written request to the Human Resources Department.

-Address
-Phone number
-Social Security number
-Information that reveals whether they have family members

New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

### Building Use *(Policy GKD)*

Randy Leach, Community Education Director, is responsible for scheduling the use of facilities for after school use. Contact Community Education at 817-408-4080, to schedule use of school facilities and to obtain information on the fees charged.

# Termination of Employment

### Resignations *(Policy DFE)*

### Contract Employees

Contract employees may resign their position without penalty after the end of any school year if written notice is received 45 calendar days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Department of Human Resources and the immediate supervisor. The Superintendent must officially accept all resignations of contract personnel. Contract employees may resign at any other time only with the approval of the Board of Trustees or the Superintendent. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification. Acceptance of a resignation after the deadline established by law is contingent on finding a suitable replacement.

The superintendent will notify the Texas Commissioner of Education when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed under Reports to the State Board for Educator Certification (see page 40).

## Non-Contract Employees

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the Department of Human Resources through the employee's immediate supervisor 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 or Non-Renewal of Contract Employees *(Policies DFAA, DFAB, DFBA, DFBB, DFBC, DFCA, DFCC, DFD)*

Employees on probationary, term, and continuing contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or in the policy manuals located online at www.granbury.k12.tx.us or in the Superintendent's office.

## Dismissal of Non-Contract Employees *(Policy DCD)*

Non-contract 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. Non-contract employees who are dismissed have the right to a grievance hearing before the board. To present a grievance, the employee must follow the district process outlined in this handbook. (See Complaints and Grievances).

## Probationary Status *(Policy DCA)*

The following persons shall be employed under a probationary contract when the person is employed by the District for the first time or if the person has not been employed by the District for two consecutive school years subsequent to August 28, 1967: Principal; Supervisor; Classroom Teacher; Counselor; Other full-time professional employees who are required to hold a certificate issued under Education Code Chapter 21, Subchapter B; and Registered Nurse.

A probationary contract may not be for a term exceeding one school year. A probationary contract may be renewed for two additional one-year periods, for a maximum permissible probationary contract period of three school years, except that the probationary period may not exceed one year for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.

An exception may be made for a probationary contract period to be extended beyond the third consecutive year of employment if, during the third year of the probationary period, the Board determines that it is doubtful whether a term contract should be given. If the Board makes such a determination, the District may offer a probationary contract for a term ending with the fourth consecutive school year.

## Return to Probationary Status *(Policy DFAC)*

In lieu of discharging, terminating, or not renewing a term contract, the District may, with written consent of the teacher, return the employee to probationary contract status. Before any employee agrees to be returned to probationary status, the employee must receive written notice of the proposed discharge, termination, or non-renewal. An employee returned to probationary status must serve a new probationary period as if the employee were employed by the District for the first time.

## Hearings before Hearing Examiner *(Policy DFD)*

Information on hearings before a hearing examiner is found in Policy DFD.

## Reduction in Force *(Policy DFF)*

A reduction in force may take place when the Board determines that financial exigency or a program change requires the discharge or non-renewal of one or more employees. Information on reduction in force may be found in Policy DFF.

## Exit Interviews and Procedures *(Policy DC)*

Exit interviews will be scheduled for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on their employment experience.

All District keys, books, property, and equipment must be returned upon separation from employment. The District may withhold the cost of any items not returned from the final paycheck.

## Reports to the State Board for Educator Certification *(Policy DF)*

The dismissal or resignation of a certified employee will be reported to the State Board Educator Certification if there is reasonable evidence that the employee's conduct involves the following:

Any form of sexual or physical abuse of a minor or any other illegal conduct with a minor.

The possession, transfer, sale, or distribution of a controlled substance.

The illegal transfer, appropriation, or expenditure of school property or funds.

An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position.

Committing a crime on school property or at a school-sponsored event.

## (Reports concerning court-ordered withholding

**The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:**

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

# Student Issues

## Equal Educational Opportunities *(Policy FB)*

The Granbury Independent School District does not discriminate on the bases of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on any of the bases listed above should be directed to Jan Van Dorn, Assistant Superintendent @ 817-408-4009.

## Student Records *(Policy FL)*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

Parents of a minor or of a student who is a dependent for tax purposes.

The student (if 18 or older) or attending an institute of postsecondary education.

School officials with legitimate educational interests.

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

## Parent and Student Complaints *(Policy FNG)*

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

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the Board of Trustees.

## Administering Medication to Students *(Policy FFAC)*

Only designated employees can administer medication to students. The parent/guardian of a student who must take medicine during the school day must bring a written request and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students. Over the counter drugs cannot be dispensed to students without a doctors note giving permission to do so.

## Student Discipline *(Policies in the FN series and FO series)*

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

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

## Student Attendance *(Policy FDD)*

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

## (Student Hazing *(Policy FNCC, FO)*

**Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus discipline person.)**

## Student Dress Code

All staff members are responsible for knowing what student dress is appropriate under the dress code in the Student Handbook, as well as enforcing the student dress code. A copy of the Granbury ISD Student Handbook is on-line in the public folder section of the Granbury Independent School District web page.

## Student Code of Conduct

All staff members are responsible for having knowledge of and assisting in the enforcement of the student Code of Conduct, as printed in the Granbury ISD Student Handbook.

## Student Field Trips

All student field trips must have prior approval by the District and the Supervisor. Once approval has been gained, several forms are required for such trips. These forms can be found in your Campus front office. **Employee sponsors must accompany students on all buses on all field trips at all times.**

# EXHIBITS

# EXHIBIT A

Granbury Independent School District
600 West Pearl
Granbury TX 76048
817-408-4000

PAYROLL

Heritage National Bank
PO Box 3331
Granbury TX 76048

No. 021780

| Date | Check Number |
|---|---|
| 7/24/02 | 21780 |

| Check Amount |
|---|
| $1,724.88 |

Pay: EXACTLY 1,724 DOLLARS AND 88 CENTS

NOT NEGOTIABLE AFTER 90 DAYS

TO THE ORDER OF

**NON NEGOTIABLE**

"021780: 111914289: 100 0008141"

CHECK DATE 7/24/98 CHECK 21780
PERIOD END DATE 7/31/98 RUN # 520

GRANBURY INDEPENDENT SCHOOL DISTRICT

| | FISCAL | CALENDAR | CURRENT |
|---|---|---|---|
| TEACHER | 25,080.00 | 15,960.00 | 2,280.00 |
| STIPEND | 350.00 | 350.00 | 50.00 |
| TOTAL PAY | 25,430.00 | 16,310.00 | 2,330.00 |
| DENTAL INS NON TAX | | 308.00- | 44.00- |
| ANNUITY | | 700.00- | 100.00- |
| TEACHER RETIREMENT | | 1,043.84- | 149.12- |
| MEDICARE | | 236.53- | 33.79- |
| FEDERAL INCOME TAX | | 1,906.66- | 272.38- |
| TRS INS | | 40.81- | 5.83- |
| VISION SERVICE PLAN – ALT | | | .00 |
| ALTERNATE PLAN | | | .00 |
| Total Deductions | | 4,235.84- | 605.12- |
| N E T C H E C K | 21780 | | 1,724.88 |

THIS MONTH

SALARY

DEDUCTIONS

Tax Marital Status: S Exemptions: 00 Location:

| Absence/Leave Summary | Beg Bal | Earned | Absence | Adjust | Balance |
|---|---|---|---|---|---|
| COMPENSATORY TIME | .0000 | .0000 | .0000 | .0000 | .0000 DAYS |
| LOCAL SICK LEAVE | 29.0000 | .0000 | .0000 | .0000 | 29.0000 DAYS |
| JURY DUTY | .0000 | .0000 | .0000 | .0000 | .0000 DAYS |
| SCHOOL BUSINESS | .0000 | .0000 | .0000 | .0000 | .0000 DAYS |
| STATE PERSONAL LEAVE | 8.5000 | .0000 | .0000 | .0000 | 8.5000 DAYS |
| STATE SICK LEAVE | 18.0000 | .0000 | .0000 | .0000 | 18.0000 DAYS |

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