
COMMITTED TO EXCELLENCE
DEDICATED TO CARING
POWERED BY LEARNING
PLANO ISD PROUD.



PLANO ISD VISION

Plano ISD

Employee Handbook

2020-2021



Table of Contents

Employee Handbook Receipt.....	5
Introduction	6
District Information.....	6
Description of the District.....	6
District Map.....	6
Mission Statement, Goals, and Objectives	6
Board of Trustees.....	8
Board Meeting Times and Location	9
Administration	9
School Calendar	10
Helpful Contacts.....	12
School Information and Directory	12
Employment.....	14
Equal Employment Opportunity	14
Job Vacancy Announcements	14
Employment after Retirement.....	15
Contract and Non-Contract Employment.....	15
Certification and Licenses	16
Notification to Parents Regarding Qualifications	16
Recertification of Employment Authorization	17
Searches and Alcohol and Drug Testing.....	17
Health and Safety Training.....	18
Reassignments and Transfers	18
Workload and Work Schedules.....	18
Breaks for Expression of Breast Milk	19
Outside Employment and Tutoring.....	19
Performance Evaluation	20
Employee Involvement	20
Professional Learning.....	20
Compensation and Benefits.....	21

Salaries, Wages, and Stipends	21
Pay Dates and Automatic Deposit	21
Employee Service Center	23
Payroll Deductions	23
Overtime Compensation.....	23
Travel Expense Reimbursement	24
Health, Dental, Vision and Life Insurance.....	25
Supplemental Insurance Benefits.....	25
Flexible Spending and Health Savings Accounts.....	25
Workers' Compensation Insurance and Benefits	26
Unemployment Compensation Insurance.....	26
Texas Teacher Retirement System	26
Employee Assistance Program.....	27
Employee Crisis Fund	27
Employee Child Care	28
Tax Deferred Retirement Programs.....	28
Leaves and Absences	28
State Personal Leave.....	30
State Sick Leave (Prior to 1995)	30
Local Sick Leave.....	31
Use of Accrued Leave.....	31
Vacation	31
Leave Bank	32
Family and Medical Leave Act (FMLA)—General Provisions	33
Local Family and Medical Leave Provisions	35
Temporary Disability Leave.....	36
Assault Leave.....	37
Bereavement Leave	37
Jury Duty	37
Compliance with a Subpoena	38
Other Court Appearances	38
Religious Observance.....	38
Military Leave.....	38

Employee Relations and Communications	39
Employee Recognition and Appreciation	39
District Communications.....	39
Complaints and Grievances	39
Employee Conduct and Welfare	40
Standards of Conduct.....	40
Discrimination, Harassment, and Retaliation	44
Harassment of Students.....	44
Reporting Suspected Child Abuse.....	45
Sexual Abuse and Maltreatment of Children	46
Reporting Crime	46
Fraud Hotline	46
Technology Resources	48
Personal Use of Electronic Communications.....	49
Professional Use of Electronic Communications	51
Electronic Communications between Employees, Students, and Parents.....	51
Public Information on Private Devices.....	54
Criminal History Background Checks	54
Employee Arrests and Convictions	55
Alcohol and Drug-Abuse Prevention.....	55
Tobacco Products and E-Cigarette Use.....	55
Dress and Grooming	55
Identification Badges	56
Fraud and Financial Impropriety.....	56
Conflict of Interest	57
Gifts and Favors	57
Copyrighted Materials	57
Associations and Political Activities	58
Charitable Contributions.....	58
Safety	58
Possession of Firearms and Weapons	59
Visitors in the Workplace.....	59
Asbestos Management Plan	60

Pest Control Treatment	60
Electronic Signatures	60
General Procedures	60
Emergency School Closing	60
Emergencies	61
Purchasing Procedures	61
Name and Address Changes	62
Personnel Records	62
Facility Use	62
Termination of Employment.....	63
Resignations	63
Dismissal or Nonrenewal of Contract Employees.....	63
Dismissal of At-Will Employees.....	64
Discharge of Convicted Employees.....	64
Exit Survey and Procedures	64
Reports to Texas Education Agency.....	64
Reports Concerning Court-Ordered Withholding.....	65
Student Issues	66
Equal Educational Opportunities	66
Student Records.....	66
Teaching About Controversial Issues.....	66
Parent and Student Complaints.....	67
Administering Medication to Students.....	68
Dietary Supplements.....	68
Psychotropic Drugs	68
Student Conduct and Discipline.....	69
Student Attendance	70
Bullying.....	70
Hazing.....	71
Addendum.....	72
Notification of Health Screening Requirement for Employees	72
Temporary Assignment to Virtual Teaching Agreement	74
Employee Acknowledgements.....	75

Employee Handbook Receipt

An electronic acknowledgement of receipt form can be found in the My Documents section of your Employee Service Center.

I hereby acknowledge receipt of a copy of the Plano ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. If you would like to receive a hard copy, e-mail employeerecords@pisd.edu or call 469-752-8135.

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

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

I accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

Signature

Date

Introduction

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

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

District policies can be accessed online at <https://pol.tasb.org/Home/Index/312>.

District Information

Description of the District

Plano ISD currently serves over 52,000 students with 72 campuses. The District covers 100 square miles, including the city of Plano and parts of nine neighboring cities.

For information on our schools and other District facilities, student enrollment, and the communities we serve, visit <https://www.pisd.edu/aboutus>

District Map

Information on District boundaries, attendance zones and school locator maps can be found at <https://www.pisd.edu/maps>.

Mission Statement, Goals, and Objectives

Policy AE

There is a legacy of excellence in Plano ISD, with high aspirations for all students—from Pre-K, through graduation and beyond. To continue that legacy, Plano ISD began a year-long strategic planning process to set the course for the District's future. Drawing on the collective experiences and knowledge of a diverse and representative group of District stakeholders was an important part of the in-depth, self-examination process. The Plano ISD Board of Trustees adopted the 2019-2023 Strategic Plan on April 9, 2019.

Vision: Committed to Excellence
Dedicated to Caring
Powered by Learning
Plano ISD Proud.

Mission:
Our Plano ISD learning community will educate, inspire, and empower every student to activate their unique potential in a dynamic world.

Objectives:

Pillar 1: Learning and Teaching

All students will have access to a culture of high expectations coupled with an engaging, innovative, personalized, and supportive learning environment.

Pillar 2: Life Ready

Plano ISD graduates will possess the skills and knowledge that enable them to be life-ready citizens and leaders in the global workforce.

Pillar 3: Talent Acquisition, Support and Growth

To ensure a quality school system, Plano ISD will hire, train, and retain the most effective talented workforce.

Pillar 4: Culture of Community

Plano ISD embraces the diverse community in which we live and work and will foster partnerships that are beneficial to the education of our students and meet the needs of our families.

Pillar 5: Strategic Resource Management

As good stewards, we will strategically and equitably manage our resources to meet identified student needs and align resource allocation with District goals.



Plano ISD's complete Strategic Plan can be found at <https://www.pisd.edu/strategicplan>.

Board of Trustees

Policies BA and BE series

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

The board of trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Seven Board members are elected to serve overlapping terms of four years each. Board members serve without compensation, must be qualified voters, and must reside in the District.

Tammy Richards, President	Place 1
Jeri Chambers, Vice President	Place 6
Dr. Heather Wang, Secretary	Place 4
Angela Powell, Board Member	Place 2
Nancy Humphrey, Board Member	Place 3
David Stolle, Board Member	Place 5
Cody Weaver, Board Member	Place 7

All trustees may be reached by voice mail, email and U.S. mail. Voice mail numbers and email addresses are listed with corresponding photos on the trustee profile page found here: www.pisd.edu/board.

The Plano ISD Board of Trustees participates in a variety of meetings. While these meetings are open to the public (with the exception of Closed Sessions), these are not meetings of the public. The purpose of the meetings is to conduct District business and provide the members of the Board an opportunity to discuss issues with each other and with staff.

Written notice of the date, hour, place and subject of all meetings are distributed at least 72 hours before the scheduled time of the meeting on a bulletin board at the front door of the Administration Building, via the District website, and to any news media that has requested it, as required by law.

Board Meeting Times and Location

All meetings are held in the First Floor Board Room (unless otherwise noted)

Plano ISD Administration Center
2700 W. 15th Street
Plano, TX 75075

Regular Board Meetings - 7:00 pm

Work Session Meetings - 6:00 p.m. (unless otherwise noted)

Full Board Meeting Calendar can be found at <https://www.pisd.edu/boardmeetings>.

Administration

The District Leadership Team includes:

Sara Bonser – Superintendent

Dr. Theresa Williams – Chief Operating Officer

Randy McDowell – Chief Financial Officer

Dr. Katrina Hasley – Assistant Superintendent for Academic Services

Dr. Beth Brockman – Assistant Superintendent for Employee Services

Dr. Kary Cooper – Assistant Superintendent for Student Engagement and District Services

Dr. Courtney Gober – Assistant Superintendent for Student, Family and Community Services

Dan Armstrong – Assistant Superintendent for Technology Services

Dr. Dash Weerasinghe – Senior Executive Director Assessment, Research & Program Evaluation

Leadership Team profiles and contact information can be found at <https://www.pisd.edu/Page/423>.

School Calendar

From legislative requirements to how the school calendar affects Plano families, much consideration is given to formulating the District's academic calendar, and this process begins months before the final calendar is approved by the Board of Trustees.

View District calendars here: www.pisd.edu/calendar

Staff calendars can be found using your district log-in here: <https://www.pisd.edu/Page/17294>

2020-2021 Plano ISD Academic Calendar

Updated: August 5, 2020

Early Childhood Hours – Full Day Prek Programs

- **Beaty, Isaacs & Pearson:** 7:55 AM – 3:00 PM
- **Head Start:** 7:55 AM – 3:00 PM
- **Barron, Boggess, Christie, Forman, Haggar, Huffman, Hughston, Jackson, Mathews, Memorial, Mendenhall, Mitchell, Sigler, Thomas and Weatherford:** 7:40 AM - 2:45 PM

Elementary School Hours: 7:40 AM - 2:45 PM

Middle School Hours: 8:25 AM - 3:30 PM

High School & Senior High School: 9:00 AM - 4:15 PM

Health Sciences Academy & IB World School: 9:00 AM - 4:15 PM

Plano ISD Academy High School: 9:20 AM - 4:30 PM

STAFF ONLY DATES

New Teachers — July 30-31 & Aug. 3-4: Training/Professional Learning

Staff — Aug. 5: Campus Day; Aug. 6: District/Curriculum Day; Aug. 7: Campus Day; and Aug. 10-11: Campus Day/Work Day

Date	Description
August 12 (Wed.)	First Day of Classes for Students
August 24 (Mon.)	Student Holiday Staff Development Work Day
September 7 (Mon.)	Student and Teacher Holiday
September 8 (Tues.)	Student Holiday Staff Development Work Day
October 12 (Mon.)	Student and Teacher Holiday
November 3 (Tues.)	Student Holiday Staff Development Work Day
November 23 – 24 (Mon. - Tues.)	Student Holiday Teacher Work Day Professional Learning Trade Day
November 25 – 27 (Wed. - Fri.)	Thanksgiving Break (Student and Teacher Holiday)
December 18 (Fri.)	Last Day of First Semester EARLY RELEASE
December 21 – January 4	Winter Break (Student and Teacher Holiday)
January 5 (Tues.)	Classes Resume – Start of Second Semester
January 18 (Mon.)	Student and Teacher Holiday
February 15 (Mon.)	Student and Teacher Holiday
February 16 (Tues.)	Student Holiday Staff Development Work Day
March 8 – 12 (Mon. - Fri.)	Spring Break (Student and Teacher Holiday)
April 2 (Fri.)	Student and Teacher Holiday
April 5 (Mon.)	Student and Teacher Holiday
April 26 (Mon.)	Student Holiday Staff Development Work Day *First Inclement Weather Day
May 27 (Thurs.)	Last Day of Classes for Students EARLY RELEASE
May 28 (Fri.)	**Second Inclement Weather Day
TBD	Plano ISD Academy High School Graduation
TBD	Senior High School Graduations

*First inclement weather day: April 26

**Second inclement weather day: May 28

EXAM DISMISSAL TIMES: High/Senior High Schools release at 1:00 PM, Academy High School releases at 1:30 PM

Middle Schools release at 12:40 PM ON THE LAST DAY OF EXAMS ONLY. EARLY RELEASE at 12 noon for Elementary/no P class for Early Childhood schools.

TOTAL INSTRUCTIONAL DAYS ALL GRADE LEVELS: 175 days

First Semester			Second Semester		
End of 1st Grading Period	October 9	40 days	End of 3rd Grading Period	March 5	41 days
End of 2nd Grading Period	December 18	43 days	End of 4th Grading Period	May 27	51 days
Total Days First Semester:		83 days	Total Days Second Semester:		92 days

Helpful Contacts

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

Benefits: benefits@pisd.edu, 469-752-8138

Help Desk and Technology Services: 469-752-8767, helpdesk@pisd.edu

Human Resources: 469-752-8135

Payroll: payroll@pisd.edu

Safety and Security: 469-752-8057

General inquiries: askpisd@pisd.edu, 469-752-8100

The District's Staff Directory and Administrative Services contact information can be found here: <https://www.pisd.edu/contactpisd>

School Information and Directory

District Feeder Schools

Plano East Senior High

Elementary Schools: Dooley, Forman, Meadows

Middle School: Armstrong

High School: McMillen

Elementary Schools: Boggess, Hunt, Miller

Middle School: Murphy

High School: McMillen

Elementary Schools: Barron, Hickey, McCall, Memorial

Middle School: Bowman

High School: Williams

Elementary Schools: Mendenhall, Schell, Stinson

Middle School: Otto

High School: Williams

Plano Senior High School

Elementary Schools: Bethany, Carlisle, Mathews

Middle School: Schimelpfenig

High School: Clark

Elementary Schools: Christie, Harrington, Thomas

Middle School: Carpenter

High School: Clark

Elementary Schools: Beverly, Hedgcoxe, Rasor

Middle School: Hendrick

High School: Clark

Elementary Schools: Davis, Hughston, Saigling, Wells

Middle School: Haggard

High School: Vines

Elementary Schools: Aldridge, Jackson (east of Coit), Shepard, Sigler, Weatherford

Middle School: Wilson

High School: Vines

Plano West Senior High

Elementary Schools: Andrews, Skaggs, Wyatt

Middle School: Rice

High School: Jasper

Elementary Schools: Daffron, Gullede, Haun

Middle School: Robinson

High School: Jasper

Elementary Schools: Barksdale, Brinker, Centennial, Huffman

Middle School: Renner

High School: Shepton

Elementary Schools: Haggar, Hightower, Jackson (west of Coit), Mitchell

Middle School: Frankford

High School: Shepton

A directory of schools and other facilities can be found at:

<https://www.pisd.edu/domain/1115>

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Jun Melvin, Executive Director for Human Resources, 2700 West 15th Street Plano TX 75075, jun.melvin@pisd.edu, (469) 752-8101. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Jun Melvin, Executive Director for Human Resources, 2700 West 15th Street Plano TX 75075, jun.melvin@pisd.edu, (469) 752-8101.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position are posted on a regular basis to the District's website. Updated District job postings can be found here: <https://www.pisd.edu/employment>.

Employment after Retirement

Policy DC

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

Contract and Non-Contract Employment

Policy DC series

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

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

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

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

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

The District may employ professional, exempt positions on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code when approved by the Board. Paraprofessional employees hired prior to 1996 shall continue on a non-Chapter 21 contract as long as they remain employees of the District.

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

Certification and Licenses

Policies DBA, DF

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

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend their certificate or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. E-mail certification@pisd.edu if you have any questions regarding certification or licensure requirements.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon

request. Employees who have questions about their certification status can contact certification@pisd.edu.

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. E-mail employeeerecords@pisd.edu if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy DHE

The District reserves the right to conduct searches when the District has reasonable suspicion to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action.

If reasonable suspicion exists to believe that the employee is under the influence of a prohibited substance, Human Resources or Safety and Security Services may direct that the suspected employee submit to appropriate testing to determine the presence of a prohibited substance in the employee's body. The required testing may include the use of a portable breath test (PBT) device administered by or at the request of safety and security personnel, and/or testing at a facility designated by the District.

Refusal by an employee to submit to a test for prohibited substances shall be interpreted as a positive test result. Any employee who refuses to submit to a prohibited substance test shall be immediately prohibited from performing job duties and disciplinary action may be taken, up to and including termination of employment. Similarly, an employee who does not produce an adequate test sample (urine or breath) without a valid medical reason or who engages in conduct that obstructs the collection or testing process shall be immediately prohibited from performing job functions and disciplinary action may be taken, up to and including termination of employment.

Employees Required to Have a Commercial Driver's License: Any employee whose duties require 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 if their duties include driving a commercial motor vehicle.

Health and Safety Training

Policy DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification.

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

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (Local).

Voluntary transfers for professionals and support staff are an opportunity for employees to explore other positions within their campus/department or District. These are not the same as transfers due to programmatic changes or student enrollment. Information on the transfer application process can be found here: <https://www.pisd.edu/Domain/2589>.

Workload and Work Schedules

Policies DEAB, DK, DL

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

dates and scheduled holidays will be provided each school year. Staff calendars can be found here: <https://www.pisd.edu/Page/17294>.

In accordance with the District's innovation plan, the District is exempt from the state law regarding minimum planning and preparation periods for classroom teachers. Planning and preparation periods shall be determined in accordance with standards established by the Superintendent.

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

Breaks for Expression of Breast Milk

Policy DG, DEAB

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

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

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the District. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

An employee of the District should not be employed in a position that requires them to be at any place other than the designated workplace during regular, assigned work hours.

An employee should not tutor his or her students for pay.

Performance Evaluation

Policy DN series

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

Additional information and resources on performance evaluations can be found [here](#).

Employee Involvement

Policies BQA, BQB

At both the campus and District levels, Plano ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees may be elected to serve on District- or campus-level advisory committees. An employee's affiliation or lack of affiliation with any organization or association will not be a factor in either the nomination or election of representatives on the committee. Nominated employees give their consent to serve on the committee before they are eligible for election.

Professional Learning

Policy DMA

Professional learning activities are organized to meet the needs of employees and the District.

All teachers complete a minimum of 30 clock hours of professional development during the professional development calendar year and will be compensated by the District for that training at a rate approved by the Board. The professional development requirement is prorated based on an employee's start date. The training is job-specific, may relate to individual teacher goals, and must be approved by the District. This training will not occur during any time designated by the District for other required activities.

All other employees of the District on pay grades 800 and above will complete 30 clock hours of professional development each professional development calendar year. This training is job-specific and will be approved by the employee's immediate supervisor prior to participating in the training. Employees who choose to complete their professional development training on non-contract time are not paid for these hours.

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 TEA certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Additional resources can be found here: www.pisd.edu/professionallearning

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation below.*)

Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Employees should contact payroll@pisd.edu for more information about their own pay.

Pay Dates and Automatic Deposit

All employees receive their paychecks either by direct deposit or by a pay card program of their choice. Paper paychecks are not available. Based on your assignment, you will either be paid on a biweekly cycle (FANS, Auxiliary, Transportation and PASAR employees) OR on the 25th of each month (Professional and Paraprofessional employees). If the 25th of the month falls on a weekend or holiday, you will be paid on the Friday before that date.

Holiday
Closed

Monthly
Pay Only



2020-2021



Bi-Weekly
Pay Only

Monthly and
Bi-Weekly Pay

Plano ISD Payroll Calendar

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July
10 Bi-Weekly Payday
24 Bi-Weekly Payday
24 Monthly Payday

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August
7 Bi-Weekly Payday
21 Bi-Weekly Payday
25 Monthly Payday

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

September
4 Bi-Weekly Payday
18 Bi-Weekly Payday
25 Monthly Payday

October
2 Bi-Weekly Payday
16 Bi-Weekly Payday
30 Bi-Weekly Payday
25 Monthly Payday

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November
13 Bi-Weekly Payday
27 Bi-Weekly Payday
25 Monthly Payday

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December
11 Bi-Weekly Payday
24 Bi-Weekly Payday
18 Monthly Payday

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January
8 Bi-Weekly Payday
22 Bi-Weekly Payday
25 Monthly Payday

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

February
5 Bi-Weekly Payday
19 Bi-Weekly Payday
25 Monthly Payday

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March
5 Bi-Weekly Payday
19 Bi-Weekly Payday
25 Monthly Payday

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April
2 Bi-Weekly Payday
16 Bi-Weekly Payday
30 Bi-Weekly Payday
23 Monthly Payday

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May
14 Bi-Weekly Payday
28 Bi-Weekly Payday
25 Monthly Payday

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June
10 Bi-Weekly Payday
24 Bi-Weekly Payday
24 Monthly Payday

Employee Service Center

Plano ISD offers an online, secure application on which employees may access information year-round related to their personal compensation and benefits. Employees may access the website at esc.pisd.edu to review information listed below:

View current leave balances

View previous paychecks

View W-4 selections

View current benefit plan enrollment selections

As this program gives employees access to personal information, the website is protected on a secure connection, and all necessary security measures have been taken to ensure the privacy and confidentiality of this information. Employees are encouraged to do their part to protect information by not sharing ID or password with anyone.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; flexible spending accounts, and employee childcare programs. Employees may also request payroll deduction for payment of membership dues to professional organizations.

Overtime Compensation

Policies DEAB, DEC

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A

nonexempt employee who works overtime without prior approval may be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 AM Sunday and ends at 11:59 PM Saturday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

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

- Employees can accumulate up to 60 hours of compensatory time.
- Compensatory time must be used in the duty year that it is earned, unless an exception is approved by the District.
- Use of compensatory time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use compensatory time before using available paid leave (e.g., sick, personal, vacation).
- If an employee has a balance of more than 60 hours of compensatory time, the District will require the employee to use the compensatory time, or at the District's option, the District will pay the employee for the compensatory time.
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration. It is the responsibility of the employee to record an accurate record of actual time worked.

Travel Expense Reimbursement

Policy DEE

Employees who travel for District business and appropriate support staff will be trained in travel policies and procedures. Before any travel expenses, including prepaid expenses, are incurred by an employee, the employee's supervisor must give approval. A 'Request to Travel' form will be used to provide an estimate of expenses. All travelers and appropriate support staff shall be trained in travel policies and procedures.

Employees will be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor. For any allowable

expense incurred, the employee must submit receipts documenting actual expenses to their Office Manager or designee authorized to process the reimbursement.

Health, Dental, Vision and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth).

Detailed descriptions of insurance coverage, employee cost, and eligibility requirements will be sent to your campus or department during your first week of employment. If you have any questions, please visit www.pisd.edu/benefits or contact benefits@pisd.edu or 469-752-8138 for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, eligible employees (TRS members working 25 or more hours per week) may elect to enroll in supplemental insurance programs for dental, vision, life, disability and long-term care. Premiums for these programs can be paid by payroll deduction. Visit www.pisd.edu/benefits or contact benefits@pisd.edu or 469-752-8138 for more information.

Flexible Spending and Health Savings Accounts

Flexible spending and Health Savings accounts are offered to eligible employees (TRS members working 25 or more hours per week). These accounts allow part of your pay to be set aside on a pre-tax basis to pay for eligible expenses. A third-party administrator handles employee claims

made on these accounts. If you choose to enroll, be sure to choose the account that is right for your circumstances.

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

Workers' Compensation Insurance and Benefits

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. 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 by calling 469-752-6391 or 800-282-2904, or may be submitted electronically [online](#). Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

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 eligible for workers' compensation income benefits may elect in writing to use available paid leave to make up the difference between the employee's income benefits and the pre-injury wage.

Unemployment Compensation Insurance

Policy CRF

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

Texas Teacher Retirement System

Employees who work at least one-half or more of the time required of the standard workload for the same or similar full-time position will automatically become members of the Teachers Retirement System of Texas (TRS). Standard contributions from both the District and the

employee are made to TRS. Employees also make standard monthly contributions to the TRS-Care retiree insurance plan, which is available upon retirement through TRS.

Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS.

TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See *Employment after Retirement* section for information on restrictions of employment of retirees in Texas public schools.

Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential information and counseling service provided as a free benefit by the Plano ISD Employee Benefit Plan. All full-time employees and members of their households may receive up to six free EAP counseling sessions per person, per situation, per year. The EAP can help with situations such as anxiety, stress, marital or relationship issues, family problems, alcohol and/or drug abuse, depression, grief, and work-related concerns. They can provide the name of a local licensed counselor with expertise in the area of need. Referrals to legal and financial resources are also available. Contact 800-272-7255 or guidanceresources.com. More information can be found at <https://www.pisd.edu/Page/1179>.

Employee Crisis Fund

The Employee Crisis Fund was developed to provide a source of financial assistance to Plano ISD employees who are facing an emergency situation and are unable to handle immediate short-term financial obligations associated with the crisis. The Crisis Fund is funded by the Plano ISD Education Foundation. For information on the application and review process, visit <https://www.pisd.edu/Page/1864> or contact crisisfund@pisd.edu or 469-752-4753.

Employee Child Care

The Plano ISD Employee Child Care was created to provide a service for our teachers. The exceptional centers have proven to be a valuable tool in the retention and recruitment of the very best teachers in North Texas. We currently have three employee child care centers. The Employee Child Care serves children from six weeks of age to kindergarten age. The Child Care Centers are licensed through the Texas Department of Family and Protective Services. The mission of the Plano ISD Child Care Center is to provide a fun, nurturing and safe learning environment committed to preparing lifelong learners.

Enrollment in child care is for children of PISD employees. Grandchildren of employees are not eligible to enroll unless the grandparent is the court ordered guardian.

Additional information can be found [here](#).

Tax Deferred Retirement Programs

The District offers 457(b) and 403(b) tax-deferred retirement savings plans. For more information, visit <https://www.pisd.edu/Page/17592> or contact the Payroll Department: payroll@pisd.edu.

Leaves and Absences

Policies DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need.

Employees must follow District procedures to report or request any leave of absence and complete the appropriate forms.

When requesting an absence, all employees must submit the following information for approval and according to campus or department guidelines: An Absence from Duty Request Form, and record the absence in TEAMS.

Information on the District's process for absence reporting, absence request forms and an absence management guide can be found at <https://www.pisd.edu/absence>.

Employees who expect to be absent for an extended period of time for medical or maternity leave or military duty should contact benefits@pisd.edu or 469-752-8138 as soon as possible.

Eligibility requirements vary, so please direct specific questions to the Benefits and Risk Management Department.

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

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

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definitions are located in Policy DECA (LEGAL).

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

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

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

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the District after six months of unpaid leave other than FMLA. If an employee's unpaid leave extends for more than six months, the District will provide the employee with notice of COBRA rights.

State Personal Leave

State law entitles all employees to five days (40 hours) of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school Districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: non-discretionary and discretionary.

Non-discretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Non-discretionary use of state personal leave may be used in the same manner as state sick leave. Non-discretionary use of leave shall also include FMLA qualifying reasons and shall not be subject to the five consecutive workdays per request limit.

Discretionary. Leave taken at an employee's discretion can be scheduled in advance. An employee wishing to take Discretionary personal leave must submit a request to his or her principal or supervisor in advance of the anticipated absence, per campus/department guidelines. The effect of the employee's absence on the campus or department operations, as well as the availability of substitutes will be considered by the principal or supervisor. Discretionary use of state personal leave is limited to 5 consecutive days (40 hours) per request.

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

State Sick Leave (Prior to 1995)

State sick leave only applies to any remaining unused days that were earned by employees before 1995. These days may be transferred to other school Districts in Texas. State sick leave can be used for illness of the employee, illness of a member of the employee's immediate family, family emergency, or a death in the employee's immediate family.

Local Sick Leave

Full-time employees are eligible for local sick leave. 10-month employees receive 5 days (40 hours) per year, 11-month employees receive 6 days (48 hours) per year, and 12-month employees receive 7 days (56 hours) per year.

Local leave may be used for personal or family illness (including medical appointments), death in the family, family emergency.

An employee may also use local leave for absences related to the birth or placement of his or her son or daughter when taken within the first year after the child's birth, adoption, or foster placement. The use of local leave for birth, adoption, or foster placement is limited to six consecutive workweeks.

Unused local sick leave will carry-forward to the next year, and may accumulate to a maximum of 50 days (400 hours). Upon an employee's separation from employment, unused local leave will be donated to the leave bank.

Use of Accrued Leave

Unless an employee requests a different order, available paid accrued leave will be used in the following order for absences due to military leave, personal illness, illness in the family, or death in the family:

- Local Sick Leave
- State Sick Leave
- State Personal Leave
- Vacation (for year-round employees only)

Vacation

Policy DED

Each full-time employee who serves in a position normally requiring 12 months of service (minimum of 246 workdays) earns ten paid vacation days (80 hours) per work year. After five years of continuous employment in the District, an eligible employee earns fifteen paid vacation days (120 hours) per work year. The District makes vacation time for the current work year available at the beginning of the work year.

If an employee uses more paid vacation than he or she has earned, the District will deduct the cost of the unearned vacation time from the employee's final paycheck.

The District will not approve use of paid vacation for more paid vacation than the employee has accumulated in prior years plus those to be earned during the current work year. Use of paid vacation shall be scheduled in advance with approval from the employee’s immediate supervisor.

An eligible employee may extend accrued vacation time to September 30 each year. Paid vacation not used by September 30 may be carried over, with a maximum in accordance with the following chart:

For employees whose usual assignment equivalent is:	<i>Maximum amount of vacation time that may be carried beyond September 30:</i>	
	2020	<i>2021 and following years</i>
Between 63 - 75 percent	285 hours	<i>240 hours</i>
Between 76 - 100 percent	<i>380 hours</i>	<i>320 hours</i>

An employee who retires, resigns, or is released will be eligible to receive a prorated payout for unused vacation time accrued prior to leaving the District. Reimbursement for unused vacation time will be capped at 320 hours beginning January 1, 2020.

Leave Bank

Full-time employees may join the Leave Bank when they are hired and/or during the open enrollment period. You enroll in the Leave Bank by donating one local sick leave day each year you are a Leave Bank member. The days donated to the Leave Bank are not refundable. Leave Bank membership will carry-over from year to year, until the employee chooses to decline during the next open enrollment period.

Leave Bank days may be granted for personal or family illness absences that exceed the employee's total accumulated accrued leave. Leave Bank members may receive up to 25 days annually, to a maximum of 75 days in a lifetime.

A "Request for Leave Bank Days" form and medical certification of all the absences must be submitted to the Benefits and Risk Management department.

Administrative guidelines and the leave bank request form can be found [here](#). Contact benefits@pisd.edu for more information.

Family and Medical Leave Act (FMLA)—General Provisions

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

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

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

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

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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

For additional information:

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

www.wagehour.dol.gov

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave during a "rolling" 12 month period measured backward from the date an employee uses any FMLA leave.

Use of Paid Leave. FMLA runs concurrently with all other types of leave, including accrued leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related injury. The District will designate the leave as FMLA, if applicable, and notify the employee that accumulated leave will run concurrently.

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

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

Fitness for Duty. An employee that takes FMLA due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider.

Return to Work. An employee returning to work after FMLA leave will be returned to the same or equivalent position held when the leave began.

In certain cases, and at the District's discretion, instructional employees desiring to return to work at or near the conclusion of a semester may be required to remain on leave until the end of the semester.

An employee returning to work at the end of FMLA will be returned to the same position held when the leave began.

District Contact. Employees that require FMLA or have questions should contact benefits@pisd.edu or 469-752-8138 for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Temporary Disability (TD) is a state law providing limited unpaid leave to eligible full-time employees. TD is used when the employee's own serious health condition makes the employee unable to perform the functions of the employee's job, including incapacity due to pregnancy and birth.

TD runs concurrently with all other types of leave, including FMLA, compensatory time, assault leave, and absences due to a work-related injury. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. TD is for no longer than 180 calendar days in a 12-month period.

An employee must contact the benefits department as soon as practicable to request approval for TD. Employees do not have to share a medical diagnosis, but must provide enough information for the District to determine if the request qualifies for TD.

Within 15 calendar days of the start of leave, the employee must provide medical certification from the treating health care provider. If the certification is in a language other than English, the employee must provide the District with a written translation of the certification. The District will notify the employee if the certification is incomplete or insufficient, and will provide seven calendar days for the employee to resolve the deficiency. Recertification will be required when the original certification expires or every 30 days. If the employee fails to provide timely certification, or fails to resolve any deficiencies of the certification, the District may deny TD.

Before resuming work, the employee must provide a fitness-for-duty certification from their health care provider.

Assault Leave

Assault leave provides 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 incident involving an assault is a work-related injury and should be immediately reported to benefits@pisd.edu or 469-752-8138.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person not responsible for purposes of criminal liability.

An employee who is physically assaulted during the performance of regular duties may take leave (as medically necessary up to a maximum of 2 years from the date of injury) to recover from the physical injuries sustained as a result of the assault. Assault leave will be coordinated with any temporary income benefits due from workers' compensation, but will not be deducted from the employee's accrued leave. Assault leave runs concurrently with FMLA and temporary disability leave.

At the request of an employee, the District will immediately assign the employee to assault leave. If, upon investigation, it is determined that an assault did not occur, the District will reverse the assault leave status and charge absences against the employee's accrued leave. If the employee does not have accrued leave, the absences will be unpaid.

Bereavement Leave

Employees may use up to five days of Accrued Leave for bereavement/death in the family. If they do not have any Accrued Leave, they may take up to 5 days unpaid. Leave Bank cannot be used for bereavement leave.

Jury Duty

Policies DEC, DG

The District provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States.

Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the District a copy of the summons to document the need for leave.

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

Compliance with a Subpoena

Employees will be paid if absent to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for subpoena court appearances.

Other Court Appearances

An employee who will miss work to appear in court may use personal leave (or compensatory time if applicable) for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The District will reasonably accommodate an employee's request to be absent to participate in religious observances and practices, so long as it doesn't pose an undue hardship to the District. The employee may use state personal leave for this purpose. Employees who do not have any state personal leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee may use available accrued leave.

Reemployment after Military Leave. An employee who is a member of the military forces and is ordered to authorized training or duty by a proper authority will be granted a leave of absence, which may last no longer than five years. The absence will be unpaid unless the

employee chooses to use any available accrued leave. As soon as practicable after release from duty, the employee must give notice to the District of intent to return to employment.

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

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities include the Teacher of the Year Gala, Salute to Service Banquet, Support Staff Recognition Program, Superintendent Service Awards, and PTA luncheons.

District Communications

Throughout the school year, the Communications Department 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. They include the District Digest, eNews, social media, website and mobile app. Those resources can be accessed [here](#).

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. An employee may initiate the formal process by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

Neither the Board nor any District employee may unlawfully retaliate against an employee for bringing a concern or complaint.

For ease of reference, the District's policy concerning the process of bringing concerns and complaints can be found [here](#).

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. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Express concerns, complaints, or criticism through appropriate channels.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a District investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to TEA no later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and

- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

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

An employee wishing to express concern, complaints, or criticism should do so following the Employee Complaints and Grievances process. The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be accessed [here](#).

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

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

Any sexual relationship between a student and a District employee is always prohibited, even if consensual. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District

official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* and *Bullying* for additional information.

The District's policy that includes definitions and procedures for reporting and investigating harassment of students is found [here](#).

Reporting Suspected Child Abuse

Policies DG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are

no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

Sexual Abuse and Maltreatment of Children

Policy DG, DH, DHB, FFG, FFH, and GRA

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

Reporting Crime

Policy DG

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

Fraud Hotline

The District is committed to the highest possible standards of ethical, moral and legal business conduct. In line with this commitment, Plano ISD has established a fraud hotline through Lighthouse Services, Inc. for the purpose of anonymous reports of suspected fraud, unlawful, unethical and other types of improper behavior within our organization. The hotline is intended to be used to report serious concerns or questionable actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with Plano ISD policies and procedures;
- Otherwise amount to serious improper conduct.

The hotline is available 24 hours a day, 7 days a week, 365 days a year, for use by employees, or the general public who wish to report an incident anonymously for the following types of incidents:

- Fraud
- Theft and Embezzlement
- Misuse of District Property
- Conflict of Interest
- Bribery and Kickbacks
- Theft
- Violation of the Law
- Ethical Violations
- Vandalism
- Threats
- Falsification of Contracts, Reports, or Records

Regular business issues and matters not requiring anonymity should be directed to the employee's supervisor or appropriate district personnel. Please visit the [website](#) for further information. Options to report include:

Toll-Free Telephone

- English speaking USA and Canada: (844) 990-0003 (not available from Mexico)
- Spanish speaking North America: (800) 216-1288 (from Mexico user must dial 001-800-216-1288)

Phone App

- There is a free Fraud Hotline phone app that can be used to submit and follow up on Fraud Hotline reports.
- [Instructions for Installing and Using the Free Fraud Hotline Phone App](#)

Website & Contact Information

- Website: <https://www.lighthouse-services.com/pisd>
- E-mail: reports@lighthouse-services.com (must include company name with report)
- Fax: (215) 689-3885 (must include company name with report)

The [Plano ISD Fraud Hotline video](#) contains additional information.

Technology Resources

Policy CQ

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

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

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

Employees are required to abide by the provisions of the District's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Acceptable use guidelines can be found [here](#).

Employees with questions about computer use and data management can contact helpdesk@pisd.edu or 469-752-8767.

Personal Use of Electronic Communications

Policies CQ, DH

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct District business.
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the

employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records [See Policy FL]
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)]
- Confidentiality of District records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

“Personal Use” means the use of electronic communication, as defined in Section 38.027 of the Texas Education Code, that is strictly private, does not violate state or federal law, is conducted outside the performance of professional duties and not on devices or accounts owned or authorized by the District.

Employees maintain responsibility for content of personal electronic communications, and employees’ personal electronic media should not be comingled or used for work-related purposes. For instance, the District encourages personal electronic media not specify the District as the employee’s employer.

Subject to applicable law, if you are listed as an employee of the District, you are required to provide a disclaimer on your electronic media that “The postings on this site are my own and do not represent the opinions or positions of the Plano Independent School District.”

Employees are responsible for the privacy settings utilized with personal use of electronic media, but are encouraged to closely monitor the security settings of any social media or electronic communication utilized by the Employee. The District reminds all employees that even with stringent security or privacy settings, information may be made publicly available and may be available for a long time.

All employees are expected to conform to the Educators’ Code of Ethics, state, and federal laws when utilizing electronic media. Specifically, all employees must comply with the Family Educational Rights and Privacy Act (“FERPA”) and applicable Copyright laws.

The District maintains the right to take appropriate action if the personal use of electronic media undermines the Employee’s effectiveness to perform the duties of his or her position.

Professional Use of Electronic Communications

Political Advertising. Employees are prohibited from using authorized electronic communication means, including social media or District e-mail addresses, to support or oppose a candidate for nomination or election to a public office or office of a political party, a political party, or a public officer or a measure. Tex. Educ. Code § 11.169.

Limit Personal Use of District Technology Resources. Employees are allowed limited personal use of the District's technology resources in accordance with Board Policy CQ (LOCAL). To the maximum extent, District technology resources should only be used for District business. The use of personal social networking sites at work is strongly discouraged and disciplinary action may result of any use of social networking time that interferes with an employee's responsibilities at the District.

Acceptable Use of the District's Technology Resources. Employees are required to comply with all guidelines and procedures outlined in Board Policy CQ (EXHIBIT).

No Privacy Expectation. District employees should have no expectation of privacy as to the information stored on District computers, networks, databases or devices.

Respectful Communications. All electronic communications should reflect the same respect and integrity as your face-to-face communications with all other employees, parents, and community members, as required by the Educator's Code of Ethics.

Confidentiality. All employees are expected to comply with all Copyright laws and confidentiality requirements established by law, including but not limited to confidential student information, health information, or other confidential personnel information.

Authorized Use of Electronic Communication. District employees may only provide communications authorized by his or her supervisor or as required to perform the essential functions of an employee's position.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the District only about matters within the scope of the employee's professional responsibilities. Employees are not required to provide students with their personal phone number or e-mail address.

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to District regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring TEA certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, classroom assistants, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the District unless a specific exception is approved by the employee's supervisor or by the District.

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

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Public Information on Private Devices

Policy DH

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

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, or any crime constituting a misdemeanor, excluding minor traffic offenses punishable by fine only.

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

Alcohol and Drug-Abuse Prevention

Policy DH

Plano ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee alcohol and drug use can be found here <https://pol.tasb.org/Policy/Code/312?filter=DH&filter=DH>.

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Dress and Grooming

Policy DH Local

All employees' dress and grooming should be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

Identification Badges

Policy DH Local

District employees and contractors need to wear their District-issued identification badges in a clearly visible manner while at any District campus or facility. The badges must not be altered and must remain free of any item or material that covers any part of the front surface of the badge. Each District employee observing any person at a District campus or facility without a visible identification badge or visitor name badge should inquire as to the person's reason for being at the location.

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other District assets including employee time
- Impropriety in the handling of money or reporting of District financial transactions
- Profiteering as a result of insider knowledge of District information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the District
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or District policy
- Any other dishonest act regarding the finances of the District

- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policies CB, DBD

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

An employee, Board member, or agent of the District should not participate in the selection, award, or administration of a contract supported by a federal grant or award.

An employee should not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during non-school hours. No employee should require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose. An employee shall not use his or her position with the District to attempt to sell products or services.

Employees should contact their supervisor for additional information.

Gifts and Favors

Policies CB, DBD

Employees may not accept or solicit any gifts, favors, services, or any other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. Employees should not accept any single item with a value at or above \$50; or items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

An employee's participation in community, political, or employee organization activities is entirely voluntary and should not interfere with the employee's performance of assigned duties and responsibilities or result in any political or social pressure being placed on students, parents, or staff.

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

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

Charitable Contributions

Policy DG

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

Safety

Policy CK series

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. See *Emergencies* for additional information.

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

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.

- Operate only equipment or machines for which they have training and authorization.

While driving on District business, employees are required to abide by all state and local traffic laws. Employees driving on District business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact their supervisor, or Safety and Security.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon on District property at all times.

No violation of this policy occurs when:

1. A District employee who holds a valid Texas License to Carry a Handgun stores a handgun in a locked, privately owned vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun and any ammunition is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities.

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 supervisor or call Safety and Security 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.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal classroom environment.

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a common area of District buildings 48 hours before the treatment begins. Pest control information sheets are available from campus principals or facility managers upon request.

Electronic Signatures

Policy CQ Local

At the District's discretion, the District may make certain transactions available online, including student admissions documents, student grade and performance information, contracts for goods and services, and employment documents. To the extent the District offers transactions electronically, the District may accept electronic signatures in accordance with this policy.

General Procedures

Emergency School Closing

The superintendent of schools may close schools and offices due to severe weather, epidemics, or emergencies (e.g. icy roads, power outages, flooding, etc.). In that case, Plano ISD announces such closings through various communication tools:

- The Plano ISD website (www.pisd.edu): Weather-related closures and updates will be posted in real time on the Plano ISD home page.

- The Plano ISD Mobile App (www.pisd.edu/mobileapp): Weather closures will be sent to all app users.
- School Messenger (e-mail and telephone messages): The District will provide updated information as needed to all parent and emergency contact telephone numbers and email addresses in the system.
- Social media – Facebook (www.facebook.com/PlanoISD) and Twitter (www.twitter.com/Plano_Schools): Weather-related closures will be posted immediately to Plano ISD’s Facebook and Twitter pages.
- Local news media: The District will make information available to local television and radio stations and will enlist their assistance in communicating with our audiences.

Emergencies

Policies CKC, CKD

The District has comprehensive emergency procedures to provide campus administrators with guidance during emergencies or critical incidents:

- Each campus has one or more copies of the District’s Emergency Procedures Administrator’s Guide, and staff members have access to an electronic version available for download to a smart phone. Campus administrators have received training in the Incident Command System (ICS) and attend safety and security update training each school year.
- Plano ISD has adopted the Standard Response Protocol (SRP) for use during emergency or critical incidents. The SRP includes four emergency actions that can be taken in an emergency: Lockdown, Lockout, Evacuate and Shelter.
- Students and campus staff members receive training on the SRP during the first week of each school year. Each campus conducts specific emergency drills each semester, as well as monthly fire drills, to reinforce emergency preparedness.

Purchasing Procedures

Policies CH, CE

All requests for purchases must be submitted to your Office Manager 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 reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District’s business office. Contact your Office Manager for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify Human Resources if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The forms to process a change in personal information can be found at <https://www.pisd.edu/Page/19560>.

Personnel Records

Policies DBA, GBA

Most District records, including personnel records, are public information and must be released upon request.

When completing new hire forms, employees elect whether to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information or change an existing choice may be made at any time in the Employee Service Center under "My Personal Information."

Checking the privacy indicator field will restrict your home address and home telephone number from public access, however, your information may still be used by the District for legitimate business reasons. Please note that other information listed on the page such as e-mail address is not protected from public access regardless of whether "private" is checked or not.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures.

Facility rental guidelines, insurance requirements, rental rates and the application for facility use can be found [here](#). Contact rentals@pisd.edu for more information.

Termination of Employment

Resignations

Policy DFE

All resignations shall be submitted in writing to the Superintendent or designee. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. Contract employees may resign at any other time only with the approval of the Superintendent or Designee. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The Superintendent or designee shall be authorized to accept the resignation of an at-will employee at any time.

The Superintendent or designee shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. The resignation requires no further action by the District and is accepted upon receipt. The Superintendent, assistant superintendent for employee services, or executive director for human resources shall be authorized to accept a contract employee's resignation submitted or effective at any other time. The Superintendent, assistant superintendent for employee services, or executive director for human resources shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

More information, including the separation from employment form can be found [here](#).

Dismissal or Nonrenewal of Contract Employees

Policies DF, DCE

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

termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF and DCE policies that are provided to employees or are available online.

Dismissal of At-Will Employees

Policy DCD

Employees not hired under a contract are employed at will and may be dismissed at any time for any reason not prohibited by law, or for no reason, as determined by the needs of the District. A dismissed employee who wishes to grieve the termination must follow the District process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances* section.)

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor. If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Survey and Procedures

Separating employees are asked to provide the District with a current personal e-mail address. Once the separation is processed, a follow-up e-mail containing an exit survey is sent to employees leaving the District. Information on requesting service records and additional information on the separation process is included. All District keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policies DF, DHB

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

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of District or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event

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

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

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the District Title IX coordinator for students: Dr. Jennifer Miley, Executive Director for Student Family and Community Services, 2700 West 15th Street Plano TX 75075, Jennifer.miley@pisd.edu, (469)752-8945. Questions or concerns about discrimination on the basis of a disability should be directed to the District ADA/Section 504 coordinator for students: Kimmie Conlon, Director of Multi-Tiered Systems of Support and Section 504, 1517 Avenue H Plano TX 75074, kimmie.conlon@pisd.edu, (469)752-5580. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent or Designee.

Student Records

Policy FL

The Superintendent or designee will ensure through reasonable procedures that student records are accessed by authorized persons only. These data and records will be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials. A cumulative record will be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

Teaching About Controversial Issues

Policy EMB

The District will address controversial topics in an impartial and objective manner. Teachers should not use the classroom to transmit personal beliefs regarding political or sectarian issues. Students and educators must ensure that, to the extent possible, discussions are conducted fairly and courteously.

Selection of Topics

A teacher selecting topics for discussion in the classroom shall be adequately informed about the issue and capable of providing instruction on the subject, free from personal bias. In addition, the teacher should be certain that:

1. The issue in question is within the range, knowledge, maturity, and comprehension of the students.
2. The issue is current and educationally significant.
3. The consideration of the issue does not interfere with required instruction.
4. Sufficient relevant information on all aspects of the issue is provided.

If a teacher is unsure about a topic of discussion or about the methods to employ, the teacher may discuss the issue with the principal.

Classroom Discussion

In guiding classroom discussion of controversial issues, teachers should:

1. Foster students' critical thinking skills.
2. Encourage discussion based on rational analysis.
3. Create an atmosphere in which students learn to respect others' opinions and disagree courteously.
4. Ensure that multiple viewpoints about the issue are presented by introducing an unexpressed viewpoint when necessary.
5. Avoid any attempt to coerce or persuade students to adopt the teacher's point of view.

Parent and Student Complaints

Policy FNG

The Board encourages students and parents to discuss concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. A student or parent may initiate a formal process by filing a written complaint. Even after initiating a formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

More information on resolving student and parent concerns can be found at:
<https://www.pisd.edu/page/20314>.

Administering Medication to Students

Policy FFAC

Procedures are established to ensure that proper attention is given to any student who becomes ill during the course of a school day. Emergency procedures ensure proper attention for any student injured at school. Records are maintained on all accidents that require the attention of a medical doctor.

Each year, students and parents complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law. No employee may give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided in Policy FFAC Local.

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Each student is expected to respect the rights and privileges of other students, teachers, and District staff. All teachers, administrators, and other District personnel are expected to respect the rights and privileges of students.

A District employee must adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include: The seriousness of the offense, the student's age, the frequency of misconduct, the student's attitude, the potential effect of the misconduct on the school environment, requirements of Chapter 37 of the Education Code, and the Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.

A District employee may restrain a student with a disability who receives special education services only in accordance with law.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must report to the office. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policies FFI, FFH

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying. The District's policy includes definitions and procedures for reporting and investigating bullying of students and is printed below:

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

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee. When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

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

More information on the Student Code of Conduct and reporting resources can be found at <https://www.pisd.edu/Page/947>.

Hazing

Policy FNCC

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

Addendum

Employee Notices 2020-2021

Notification of Health Screening Requirement for Employees

This document outlines the procedures our campuses will have in place to prevent or mitigate the spread of COVID-19 and to respond if a positive case is identified. We hope that this transparency helps you to feel comfortable returning to work at Plano Independent School District and knowing what to expect when you do. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to substantially reduce the risks to students, teachers, staff, and their families.

Prevention

To prevent COVID-positive individuals from entering our campuses, our school will have the following COVID-19 symptom screening procedures in place:

- All staff will be required to self-screen daily.
- All visitors will be required to screen upon arrival.
- Parents are asked to proactively identify when their student exhibits COVID-19 symptoms or has been exposed and to keep them home.
- Parents will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will also need to take their child's temperature daily.

Information collected in these screens will not be retained if the screening is passed. If a parent indicates that a student is demonstrating COVID-19 symptoms, the school will retain that information until the student meets the criteria for return to school.

Criteria for Return to School

Conditions for return to school after an individual shows symptoms or gets a positive test result:

- 24 hours with no fever; **and**
- Symptoms improved; **and**
- 10 days have passed since symptoms first appeared

Or:

- An acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19

Or:

- A doctor's note indicating an alternate diagnosis

Mitigation

Our district will be taking the following steps across each of our campuses to mitigate the spread of COVID-19.

- All adults in the building will wear masks.
- All students in grades 3-12 will be required to wear masks at all times, except when participating in activities that cannot be conducted with a mask on, such as eating, or unless it is not developmentally appropriate for the student to wear a mask.
- Students in Pre-K through 2nd grade will wear face coverings in hallways, common areas, and during arrival and dismissal. Face shields will be worn while in the classroom.
- Hand sanitizer will be available at main entrances, classrooms, cafeteria, and common areas throughout campuses. Hand washing will be required after recess, before eating, following restroom use, and other times throughout the day.
- High-touch and work surfaces will be disinfected frequently throughout the day. Campuses will be cleaned and disinfected frequently during the day by the custodial staff.
- Physical distancing strategies will be followed in order to minimize students and staff congregating in common areas.

Response

In the event of a COVID-positive case on campus, the campus will take the following steps:

- All areas that are heavily used by the individual with the lab-confirmed case will be closed off until disinfected.
- All teachers, staff, and families of all students in that school will be notified.
- The local health department will be notified.
- Close contacts will be identified and notified by phone. Those individuals will be required to quarantine for 14 days following contact.

We hope that this information gives you confidence in our systems and our ability to stop the spread of COVID-19 on our campuses. If you have any questions or concerns, please reach out to your campus administrator or visit our website at <https://www.pisd.edu/covid-19>.

Temporary Assignment to Virtual Teaching Agreement

This agreement applies to all teachers who are selected by the District to provide virtual teaching to remote learners during the 2020 – 2021 school year or in response to the ongoing COVID-19 pandemic.

The assignment to virtual teaching is temporary based on the needs of the campus and is subject to change at any point during the school year for any reason or no reason as determined by the campus and District. Therefore, you are expected to be prepared to transition back to face-to-face teaching at any time during the school year.

Additionally, during the period of virtual learning, you are directed to comply with the following expectations:

1. Abide by all Board Policies and procedures related to communications with students and virtual teaching;
2. Maintain accurate data, recordings, grades, and logs, as required by the District;
3. Attend work on the campus every day during standard work hours assigned by the campus (unless an ADA accommodation has been approved);
4. Participate in all staff meetings, professional development, and other campus and District meetings;
5. Follow District and campus guidelines for providing instruction to students, taking attendance, and communicating with parents.

Failure to comply with the directives provided herein may result in adverse employment action,

up to and including reassignment from virtual teaching or termination.

The District appreciates your flexibility and dedication to student learning during the ongoing COVID-19 pandemic and looks forward to the 2020 – 2021 school year.

Employee Acknowledgements

By electronically signing for receipt of the Plano ISD Employee Handbook for 2020-2021, I acknowledge and agree to the following statements:

I understand and agree I am expected to comply with the above-referenced expectations and directives.

I also understand and acknowledge that the assignment to virtual teaching responsibilities is temporary and may be changed at any time for any reason or no reason based on the needs of the District and the campus.