

## Refugio ISD Employment Policies

Refugio I.S.D. is governed by legal and local policies, as set forth by the State of Texas, Texas Education Agency, and the local Board of Trustees. The Texas Association of School Boards assists the district in updating policies and providing an on-line policy service. The RISD Policy Manual may be accessed at the following web address:

<https://pol.tasb.org/Home/Index/1023>

You are encouraged to use the on-line policy access as the most current version of the district's policies. Throughout the year, as legislation is passed which changes the rules for governing school districts, RISD policies undergo changes to reflect current law, both legal and local. Please keep the policies listed in this notice for reference. If you should need further assistance in using the on-line policy manual, please call Brenda Schumann at 526-2325.

Each campus has Internet access available for your use. Employees should review the policies listed in this notice by accessing the website. You may print the policies from the website if you wish, or you may call the Superintendent's Office at 526-2325, and a copy will be provided for you.

Texas Education Code Section 37.018 requires districts to provide each teacher and administrator with a copy of Chapter 37 (37.001 through 37.021) dealing with student discipline as well as a copy of relevant local district policies (in the FN and FO series).

<http://statutes.capitol.texas.gov/Docs/ED/htm/ED.37.htm>.

Listed below are key policies or administrative procedures that might need to be reviewed periodically in staff training or included in the employee handbook. These policies are accessible through the policy on-line website:

<b>Policy Code</b>	<b>District Goals and Planning</b>
AE	District educational philosophy
BQ Series	District- Campus -level planning and decision-making process
	<b>Instruction and Students</b>
EFA	Handling complaints regarding instructional materials
EIA	Grading standards and grade reporting
EIE	Promoting and retaining students
FB	Protection of students from unlawful discrimination
FFAC	Providing medical treatment or medication to students
FFAD	Excluding students with communicable diseases
FFG	Mandated reporting of child abuse and neglect
FFH	Freedom from discrimination, harassment, and retaliation
FFI	Freedom from bullying
FL	Safeguarding privacy of student records
FNA	Student expression
FNAA	Distribution of nonschool literature
FNAB	Use of school facilities for nonschool purposes
FNC	Student Conduct

FNG	Handling student/parent complaints; parents' rights
GRA	Interaction of police and child protective services with students on campus

**Personnel**

CAA	Financial Ethics
CK series	Employee safety practices and crisis management
CQ	District computers and electronic communications
CRD	Health and life insurance
DAA	Protection of employees from unlawful discrimination
DBAA	Criminal history and credit reports
DBD	Conflict of Interest
DC series	Employment practices
DEA	Salaries and wages
DEAA	Incentives and stipends
DEC	Employee leaves and absences
DECA	Family and medical leave
DECB	Military leave
DEE	Requirements for expense reimbursement
DF series	Termination of employment
DGBA	Process for employee complaints and grievances
DH	Employee standards of conduct
DHE	Alcohol/drug screening and other searches of employees
DI	Drug-free workplace
DIA	Freedom from discrimination, harassment, and retaliation
DK	Assignment to positions; transfers
DMD	Attendance at professional meetings on school time
DN series	Employee evaluation/appraisal
GBA series	Confidentiality of personnel records; public and nonpublic information

**Employment Policies: For Term Contract Employees**

Education Code 21.204(d) requires that the board of trustees provide each teacher with a copy of the teacher's contract with the school district and, on the teacher's request, a copy of the board's employment policies. If the district has an Internet website, the district shall place the board's employment policies on that website. At each school in the district, the board shall make a copy of the board's employment policies available for inspection at a reasonable time on request.

In the absence of a statutory definition of the term, TASB Policy and Legal Services suggest that "employment policies" might include (LEGAL) and (LOCAL) policies and exhibits found at the following codes in the Refugio ISD local policy manual:

DAA	Equal Employment Opportunity
DBAA	Criminal history and credit reports
DBD	Conflict of Interest
DC	Employment Practices
DCB	Term Contracts
DEA series	Salaries and Wages; incentives and stipends
DEC series	Leaves and Absences
DFAC	Return to Probationary Status
DFB series	Termination of Term Contracts
DFD	Hearings Before Hearing Examiner

DFE	Resignation
DFF	Reduction in Force
DG	Employee rights and privileges
DGBA	Employee Complaints/Grievances
DH	Employee Standards of Conduct
DHE	Searches and Drug/Alcohol Testing
DI	Employee Welfare
DIA	Freedom from discrimination, harassment, and retaliation
DK	Assignment and Schedules
DN series	Performance Appraisal

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