

Austin Independent School District  
**EMPLOYEE HANDBOOK**  
August

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Welcome to the Austin Independent School District, a dynamic and creative environment where every employee makes a difference for students. We prepare every student with the knowledge and skills to thrive in college, career, and life.

Please call your supervisor or the Office of Talent Strategy for help when you need it. Best wishes in your exciting and rewarding career with the Austin Independent School District.

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This handbook was prepared by the Office

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We prepare every student with the knowledge and skills to thrive in college, career, and life.

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We are Austin's home for inclusive learning:



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### 8]ghf]Wh KYVg]hY

The AISD website is [www.austinisd.org](http://www.austinisd.org). The website provides access to the District's calendars, current announcements, District and campus information, job postings, Board policies, and other relevant information.

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Access to the District's technology resources, including its electronic communications, network access to the Internet, and computer systems and equipment, is a privilege, not a right. Access shall be made available to students and employees primarily for instructional and administrative purposes and in

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The Board of Trustees adopted district Advisory Bodies Policy BDF (LOCAL) in June 2011 to provide a systematic approach to and centralized coordination of all District advisory bodies. This policy requires that all District advisory bodies have open meetings and websites with standard content, including meeting schedules, agendas, minutes, and membership rosters. In addition, the policy requires that all standing District advisory bodies have bylaws and that all ad hoc (temporary) District advisory bodies have charters, based on standard templates. The policy also establishes a biennial sunset review for all District advisory bodies not required by state law. Additional information can be found in [Policy BDF](#).

An umbrella website for all District advisory bodies may be found at: [Advisory Bodies](#).

This umbrella website includes links to individual websites for each advisory body, a standard membership application form, guidelines for citizen's communications and visitors, and additional information.

Ad hoc advisory bodies are formed for a particular purpose and meet for a limited time and are discontinued when their work is completed. Periodic advisory bodies are also formed for a particular purpose, but on a recurring basis as needed.

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At both the campus and District levels, Austin 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 selected to serve on District- or campus-level advisory committees. For more information about the shared decision-making process and various committees, please connect with your department supervisor or campus administrator.



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Professional employees whose positions require SBEC certification or a professional license are responsible for taking action to ensure their credentials do not lapse. Employees must

- 3. At any time and without prior notice, the District may, at its sole discretion, elect to stop use of any individual on the substitute list.

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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. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Office of Talent Strategy if you have any questions regarding the re-verification of employment authorization.

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Making sure the best interests of the District are served is the main consideration when the District assigns employees to a position. Employees' qualifications, licensing, specialty skills, and other factors are considered when they are assigned to a job. All employees are subject to assignment and reassignment by the Superintendent or designee. The principal's criteria for approval of campus appointments and reassignments shall be consistent with District policy regarding equal opportunity employment and with staff assignments for the District and campus plans. In exercising their authority to approve appointments and reassignments, principals shall cooperate with Central Office staff to ensure the efficient operation of the District as a whole.

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The AISD school calendar is adopted and distributed to employees and the public annually. The calendar designates school holidays and includes days for instructional preparation, as well as start and end dates for employees, may vary year-to-year. Refer to the approved [District calendar](#) for holidays and events.

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Some locations have extended the school day or adjusted hours for various reasons. To find the exact hours of operation for each campus, refer to the [District calendar](#).

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Professional and administrative employees are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules



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made for a copy of his or her employee file by a member of the public. Additional information can be found in [Policy DBA](#).

Most District Records are Public Information and must be released upon request. Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information may be communicated at any time by submitting a written request to the Office of Talent Strategy.

It is important that public records be kept up-to-date. Employees must notify the Office of Talent Strategy if there are any changes or corrections to their name or emergency contact. Forms to process a change in personal information can be obtained from the Office of Talent Strategy. Changes in address, phone number, or personal email can be made by employees directly through "My Service Center" in the Austin ISD ERP system.

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Performance appraisals are an important communication tool in any organization. Annual performance appraisals benefit both employee and employer as they provide feâ



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The Board may terminate a probationary contract at the end of the contract period if in the Board's judgment such termination will serve the best interests of the District.

The Board shall give an employee notice of its decision to terminate the employment not later than the tenth day before the first day of instruction required under the contract.

The Board's decision to terminate a probationary contract at the end of a contract period is final and may not be appealed. Additional information can be found in [Policy DFAB](#).

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An employee's term contract may be nonrenewed at the end of the current contract term.

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Administrative recommendations for proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation and shall be subject to legal review. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

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The recommendation to the Board and its decision not to renew a contract under [Policy DFBB](#) shall not be based on an employee's exercise of Constitutional rights, protected characteristic, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetence or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency.
10. Reduction in force because of a program change. (See DFFB)
11. The employee is not retained at a campus that has been repurposed in accordance with law. (See AIC)
12. Drunkenness or excessive use of v

19. Theft of District property.
20. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
21. Disability, not otherwise protected by law, which prevents the employee from performing the essential functions of the job.
22. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, and community, impairs or diminishes the employee's effectiveness in the District.
23. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
24. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community or colleagues.
- su 25. A significant lack of student progress attributed to the educator.
26. Behavior that presents a danger of physical harm to a student or

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An employee's term contract may be terminated at any time during the current contract term.

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Administrative recommendations for termination of professional or administrative <sup>su</sup>employee







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The Stipend Schedule for employees performing approved extra-duty activities can be found in the [AISD Compensation Manual](#).

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A nonexempt employee must have the approval of their supervisor before working beyond their normal work schedule. An employee who works beyond their normal work schedule without prior approval must be compensated in accordance with federal wage and hour laws, but is subject to the District discipline process.

Nonexempt employees are paid on an hourly basis and shall be compensated for all hours worked. Nonexempt employees will be compensated for overtime, defined as any time worked beyond 40 hours in a workweek.

workweek

Overtime is not measured by the number of hours worked in a day.

Overtime is not measured by time worked beyond the employee's normal work schedule. For example, if an employee normally works 20 hours in a workweek, then any additional hours worked beyond 20 hours up to 40 hours will be paid at straight time.

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In order to qualify for overtime pay, an employee must first work 40 hours in a workweek. Then, any time worked beyond 40 hours will qualify for overtime. For example, if

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Employees who are paid more than the amount to which they are entitled must reimburse the District for the amount of the overpayment. Austin ISD will make corrections due to check errors on the next paycheck following discovery of the error where possible.

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according to TEA guidelines in order to receive service credit. According to the Commissioner Rules for Creditable Service, the employee must have worked 90 full time days from July 1- June 30 of any given year to receive credit. Out of country experience requires both an original Service Record and a Verification Form with proper signatures and seals in order to be accepted. An incomplete service record cannot be accepted for experience credit.

Employees who have experience with a private employer, private school, or college or university, should call Talent Strategy to request additional forms that must either accompany the service record or be used in place of the

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Upon newly hired and/or a permanent change of assignment within the District, an employee must request their service records from their former school district for evaluation within %' ) days of their start date in the new position. The service record must be submitted to the Compensation Department by the former school district and the Compensation Department will verify that the documentation submitted reflects work experience related to the employee's current AISD position.

The employee will receive credit for prior work experience at the time the proper documentation is submitted if within the %' ) days. The Compensation Department will make the salary adjustment retroactive to the employee's date of hire.

For employees not returning in the subsequent school year and have not submitted service records/supplemental experience forms by April 1st, the opportunity for retroactive compensation and/or pay corrections will be forfeited.

Debsl If additional experience is submitted within the 135 days but after April 1st, the salary adjustment will take effect July 1st or the first duty day of the employee's new calendar in the following school year. Relevant work experience is determined by the Compensation Department. If no agreement can be rea

Semi-monthly payrolls are closed and submitted to the Finance Office approximately one week prior to the pay date.

### Administrative Procedures

All purchase commitments shall be made by the Superintendent, Chief Financial Officer (CFO), or their designees. Please refer to District policies, including but not limited to CH, and the [Administrative Procedures](#) website for the administrative procedures.

An employee shall not make or authorize separate, sequential, or component purchases to avoid the purchasing requirements). No employee other than the Superintendent, CFO, or their designees shall be authorized to sign contracts that obligate the District. Additional information can be found in [Purchasing Procedures](#).

Employees are not authorized to make a purchase using their personal funds and expect to be reimbursed by the District. Authorized methods of purchase are: purchase order, purchasing card, and HEB card.

### Benefits Deductions

If you are eligible for benefits and work year round, you will have 24 deductions for flexible benefit products. If you are paid on the nine-month calendar, your annual premiums will be withheld in 18 deductions. If you have questions about payroll deductions for benefits, contact the [Benefits Administrator](#).

Deductions are available for professional dues (information available from professional organizations). Deductions are also available for A+ Federal Credit Union (information available from A+FCU) and Charitable Funds Inc. (Information available from AISD during annual fund drive).

### Legal Requirements

AISD must receive documents directly from government agencies before payroll deductions are started or stopped for wage garnishments, such as child support, bankruptcy, or student loans.

AISD 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:

Notice of termination of employment.

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coverage. The employee may choose to purchase health coverage for their spouse and/or dependents. Premiums are paid by payroll deduction.

Information is provided to each employee during the annual open-enrollment period. Changes to a health care plan may be made at that time.

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AISD contracts with a Third Party Administrator (TPA) to manage and administer the District's cafeteria plan. A flexible-benefits plan, also called a full-flex plan, is a type of cafeteria plan benefit under Section 125 of the Internal Revenue Code that offers employees to pay premiums for qualified plans on a pre-tax

The District's Leave policy shall pertain to all District employees working on a regular basis with total FTE of .5 or more. Leave benefits are not available under this policy for employees who work sporadically or on a temporary basis.

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Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. See [897 fl@Y\[U"t"](#)

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Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below:

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Except in extenuating circumstances, a notice of request for discretionary personal leave shall be submitted to the principal or the supervisor or designee two workdays in advance of the anticipated absence.

Duration of Leave

Discretionary use of state personal leave shall not exceed three consecutive workdays.[See Request for Leave] Schedule Limitations.

Discretionary personal leave shall not be allowed on the day before a school holiday, the day after a school holiday, or days scheduled

**1.1.1**

If medical certification is required to authorize leave for an employee's personal illness or the employee's serious health condition, the District shall also require, in order for the employee to return to work, medical certification that the employee is fit for duty.

Certification of the employee's ability to perform the essential functions is based on the list of essential functions listed in the job description.

**1.1.2**

Non-exempt, hourly employees:

Leave usage shall be recorded in and rounded to the nearest quarter-hour increments.

Exempt, Salaried Employees:

Leave shall be recorded in half or full-day increments. Where feasible and when a substitute is not required, employees may adjust their schedule for absences shorter than a half-day with supervisor approval.

**1.2**

Prompt and regular attendance is an essential function of every District position. To assist employees, the District offers a comprehensive leave program that provides paid and unpaid leave to employees. Medical certification of the need for leave may be required. If the District determines that an employee violated any leave policy, this shall result in immediate disciplinary action that could include a recommendation of termination. If an employee is unable to return to work after all periods of approved leave are exhausted, employment may be terminated in accordance with District Policy. [See [DCD\(LOCAL\)](#) and [\(REGULATION\)](#) and [DF\(LEGAL\)](#) and (EXHIBIT)].

**1.3**

**1.3.1**

All state personal leave to which the employee is entitled shall be available at the beginning of each school year without regard to an employee's leave status. Employees who are hired after the start date of their work calendar or who separate from the District before the end date of their work calendar shall have state personal leave for the current school year prorated according to the leave entitlement chart below.

The Office of Human Resources maintains the definition of "work calendar" as an employee's duty days vary by position and location.

**1.3.2**

All local sick leave to which an employee is entitled shall be available at the beginning of each school year. Employees who are hired after the start date of their work calendar or who separate from the District before the end date of their work calendar shall have local sick leave for the current school year prorated according to the leave entitlement chart below.

Work Calendar (Accrual Maximum)	Personal (Days)	Sick (Days)	Total (Days)
10-Month Employee	5	4	9
11-Month Employee	5	5	10
12-Month Employee	5	6	11

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Absences due to compliance with a valid subpoena or for jury duty or naturalization proceedings shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance. The Superintendent or designee shall grant paid leave for other mandatory governmental summons and for the purpose of serving as an election judge or an alternate judge for a November general election.

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Family medical leave is provided in accordance with federal law, commonly known as the Family Medical Leave Act, §Δđ] / not

If an employee is required to take leave until the end of a semester, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement.



*Paid Parenting Leave*

To receive pay for parenting leave, the employee may

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Twelve-month classified employees earn





profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization



- 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.

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Texas Law requires that alleged incidents of certain misconduct by certificate holders, including having a criminal record, must be reported to the State Board for Educator Certification (SBEC) not later than the seventh day after the superintendent first learns of the incident. Other incidents requiring reporting include:

Any form of sexual or physical

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An employee must notify the Office of Professional Standards within three calendar days of any



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

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

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

It shall not be considered a violation of this policy if an employee:

- Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
- Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
- Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

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District employees have no legitimate expectation of privacy in the workplace, including in an employee's desk, file cabinets, work area, lockers, or private vehicles parked on District premises or worksites used in District business. The District may search an employee or an employee's property if (1) there are reasonable grounds to believe that the search will turn up evidence that the employee is guilty of work-related misconduct; and (2) the search is reasonably related in scope to the circumstances that justified the interference in the first place. In addition, the District may search an employee's workplace for non investigatory, work-related purposes, if there are reasonable grounds to believe that the search will turn up evidence that the employee is guilty of work-related misconduct.

The District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability,

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or printed material promoting racial, ethnic or other stereotypes; or other types of aggressive conduct such as theft or damage to property. Additional information can be found in [Policy DIA](#).

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

Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or the conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include sexual advances, touching intimate body parts, coercing or forcing a sexual act on another, a series or pattern of jokes or conversations of a sexual nature, or other sexually motivated conduct, communication, or contact that creates a hostile work environment.

### **FYhU' ]Uh]cb**

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluation, unjustified negative references, or increased surveillance.

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

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Under Policy DIA, prohibited conduct includes discrimination, harassment, and retaliation, even if the behavior does not rise to the level of unlawful conduct.

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An employee who believes they have experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts to his or her supervisor or campus principal. An employee will not be required to report prohibited conduct to the person alleged to have committed it. Alternatively, the employee may report the alleged discrimination to the supervisor or principal.

Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board, and the Board will appoint an appropriate person to conduct an investigation.

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

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The District may request, but will not insist upon, a written report from the complainant. If a report is made orally, the District official will reduce the report to written form. Upon receipt or notice of a report, the District official will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official will immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If appropriate, the District will promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

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

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The complainant and individual against whom the report is filed may each provide witL as

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include bullying; offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; sexual assault, abuse, or stalking; offensive jokes, name calling, slurs, or rumors; unwanted, offensive, or harmful comments on personal appearance, personal behavior, or a person's body; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property, cyber bullying, bodily injury, threats to cause bodily injury, or acts that are intended to be coercive or exploitative. Prohibited harassment includes dating violence. Additional information can be found in [Policy FFH](#).

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Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature, including harassment carried out via electronic means, when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or other inappropriate social relationships between students and District employees are prohibited, and in most cases, illegal. Any sexual relationship between a student and a District employee is always prohibited, even if both parties engage in willing and voluntary conduct. More information may be found in the District's termination of employment policy, [Policy DE](#).

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Sexual harassment of a student, including harassment committed by another student or third party, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is severe, persistent, or pervasive enough that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communications, including electronic communication.

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Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity, including harassment carried out via electronic means. For purposes of District policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism. Additional information can be found in [Policy FFI](#).

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

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Any student who believes that he or she has

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



or suspect that a student intends to engage in hazing, or has engaged in hazing

communication also includes all forms of telecommunication,

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The following provisions apply to employees who have a valid educational purpose to electronically communicate with students:

1. An employee who has a valid educational purpose for electronically communicating with a student will limit communications









The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After the Level One response is received, the Level One administrator shall prepare and maintain a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the written request is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee shall provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may believe that certain items are relevant to the conference.

The Level Two administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

**APPEAL**

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the District, \_\_\_\_\_ employee





addressing employee concerns. Unless otherwise required by law, all communications made by the participants in the mediation are confidential, are not subject to disclosure, and may not be used in any administrative, judicial, or other official proceeding without permission from all participants. However, facts that are discoverable independent of the mediation do not become confidential merely because they are shared during the mediation.

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Employees do not give up any rights by participating in mediation. No admission of guilt or wrongdoing by any employee is implied, and none should be inferred, by participation in the process. Whether an agreement is reached is up to the participants themselves; they cannot be forced into an agreement. No employee in Austin ISD will be penalized or documented because of a decision to participate in mediation, and no documentation related to the mediation will be included in an employee's personnel file. All due process rights are available to Austin ISD employees according to Austin ISD Board Policy, including the required timelines, even after the completion of a mediation session.

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Because confidentiality is vital to the mediation process, generally, third parties will not be allowed in the room during mediation, including friends, family members, or co-workers not involved in the conflict. If you wish to have legal representative attend the mediation with you, you must provide advance notice to the Office of Professional Standards to allow all participants to obtain legal representation.

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Any employee wanting to mediate a dispute must submit a Mediation Request form to the Office



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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.

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Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except in accordance with [Policy GKDA](#).

The District shall not be responsible for, nor shall the District endorse, the contents of any non-school literature distributed on any District premises.

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All non-school literature intended for distribution on school campuses or other District premises under this policy shall be submitted to the Superintendent or designee for prior review in accordance with the following:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in Policy GKDA, the Superintendent or designee shall approve or reject submitted materials within two school days of the time the materials were received.

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Non-school literature shall not be distributed on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

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Each campus principal shall designate times, locations, and means by which non-school literature that is appropriate for distribution, as provided in Policy GKDA, may be made available or distributed to students or others at the principal's campus. The Superintendent or designee shall designate times, locations, and means for distribution of non-school literature at District facilities other than school campuses.

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Failure to comply with this policy regarding

District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with Policy GKDA or fails to leave the premises when asked.

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Employees should not show preferences for certain candidates through conversation with students, by wearing buttons, ribbons, or other paraphernalia, or in any other manner during regular duty hours. No partisan

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Nurses, physical education teachers, marching band directors, coaches, athletic trainers, or sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the District or University Interscholastic League (UIL) must maintain and submit to the District proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. See [DBA Legal](#).

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These are the suggested steps you should follow when a student or school employee has an accident or is injured.

For minor, but significant accidents or injuries with students:

- Administer first aid by school nurse, Quick Care chart, or utilizing trained staff members.
- Inform parent or guardian immediately, or, if necessary, a sibling, neighbor, or relative. The school nurse will advise on home care or referral to a doctor.
- Fill out the student accident reporting form. Apply first aid and life-sustaining techniques utilizing school nurse and other trained persons on staff.
- If life threatening, call 911 (adult accompanies student). Otherwise, the AISD Police (414-1703) will notify associate superintendent and other District personnel as needed.

For an employee accident or injury, notify their emergency contact listed and follow the Worker Compensation Claim filing procedures.

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- If EMS is not on the way, these are actions to consider: If life threatening, call 911. Otherwise, call AISD Police, 414-1703; they, in turn, will notify the Associate Superintendent and Health Services as needed. Notify parents, spouse, or closest relative or neighbor.
- If EMS is on the way, consider: If not reached earlier, continue to try to notify parents or guardian immediately, or, if necessary, a sibling, relative or neighbor. If parents, spouse, or closest relatives are unavailable, discuss the situation with an associate at the place of employment of the parent, guardian, spouse or closest relative. They may have an emergency contact for parent. Fill out the student accident reporting form.

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The District desires a safe and healthy work environment for all employees and students. Each campus has a designated "Campus Safety Coordinator."

Important resources on each campus include the School Safety and Emergency Resource Manual, the Emergency Operations Plan, AISD Employee Safety Manuals, Quick Care Charts, and the AISD Campus Reference Guide for Critical Incidents. All employees should have access to these items. Although it contains some excellent information please note the Resource Manual referenced above has been in circulation for many years. If you have any questions regarding these updates, please contact the Emergency Management Department at 512-414-2035.

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All employees are responsible for helping to prevent accidents. You can help protect yourself on the job by learning the safest way to perform your job duties. If you do not think you know the safest way to do part of your job, ask your supervisor. Keep the following suggestions in mind:

Be aware of your surroundings. Correct unsafe acts and conditions that you know about. If you cannot correct an unsafe situation by yourself, talk to your supervisor about it.

Concentrate on doing your job safely.

Report dangerous or hazardous areas such as broken windows, slippery floors, or defective equipment.

Handle all chemicals and hazardous materials safely. (Refer to the appropriate Materials Safety Data Sheet (MSDS). If your job requires the handling or exposure to hazardous materials, attend a District sponsored HAZCOM training session. Check with your supervisor to schedule attendance at a training session. All campuses and District facilities that have hazardous materials on the premises must maintain a current and up-to-date listing of all Material Safety Data Sheets (MSDS) for all hazardous materials present. This listing should be kept in the same hazardous storage area and be readily available upon request.

Use the proper prescribed personal protection equipment required to complete each job safely. (See MSDS or operating manual)

Read instructions before using equipment or operating machinery.

Know the emergency numbers in the District and observe District policy regarding emergency procedures. (Refer to Campus Emergency Operations Plan and Procedures for your campus.)

The *AISD Employee Safety Manuals*, available on each campus, provides information about topics including, Lifting and Handling Techniques, Electrical Safety, Ladder Safety, Slip/Fall Prevention, Driver Safety, Emergency Procedures, Blood-borne P



- o If unable to wash your hands immediately, clean them with an antiseptic towelette or hand cleaner.
- o Sanitize areas exposed to blood or OPIM with a bleach/water mixture.

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Employees are prohibited from applying any pesticide or herbicide license from the Texas Department of Agriculture and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide, herbicide, or termiticides 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 District building 48 hours before the treatment begins. Notices are generally located at the facility, at the school, or at the grounds that are scheduled for treatment. Pest control information sheets are available from campus principals or facility managers upon request.

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The District may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. Closing or other emergency information will also be posted on the District's website. When it becomes necessary to open late or to release students early

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The Educational Service Center, Region XIII provides training to any school employee. Catalogs are distributed with a listing of current training options. Region XIII also has a graphics lab open to District employees. Call 512-929-1313 for more information.

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The Talent Development Department offers many services that support

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The Acquisitions Department provides support for campus librarians and other AISD staff in purchasing high-quality print and digital books and other resources for our students.

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The Materials Processing Center provides cataloging and processing of library materials as well as curriculum support materials for use in all campus libraries.

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