

Austin Independent School District

EMPLOYEE HANDBOOK

August 30, 2024

The Austin Independent School District (AISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, national origin, religion, gender, age, disability, genetic information, military are

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

We are Austin's home for inclusive learning: high expectations for all children, high outcomes for every student

In our interactions with students, families, community stakeholders, and each other, we commit to:

Caring for every child to be healthy, safe, engaged, supported, and challenged.

Educational equity, to ensure every child receives what is needed to develop to their full potential.

Innovation and academic excellence to inspire the next generation of leaders, civically engaged citizens, creative and critical thinkers, and lifelong learners.

Valuing diversity, inclusion, and meaningful engagement of all voices as we collaborate to improve the common good.

A culture of respect, transparency, and data-informed decision-making to build trusting relationships with each other and those we serve.

Engaging our employees and inviting their collaboration to make AISD a great place to work.

Aligning resources to student needs, to be strategic stewards of financial and human capacities to achieve our vision and mission.

Additional information can be found at [AISD Strategic Plan 2020-2025](#).

Approved by the Board of Trustees, 06/22/2020

The AISD Board of Trustees is the governing body of the District. These nine elected volunteers serve without pay during their four-year terms of office. The Board's main functions include setting policies, adopting the District's budget, setting a tax rate, hiring a superintendent, and general governance of the District.

The Board includes seven members elected from single-member districts and two members who are elected at large by all voters in the School District. After each election, the Board members elect their own officers.

The Board's districts are:

	(District-wide)		is considered the northwest part of
	(District-wide)	Austin.	
Austin.	is roughly defined as northeast		is west central Austin.
	is mostly east and southeast Austin.		is defined as south central Austin.
	is defined as north central Austin.		is the southwest portion of Austin

As the District's elected leaders, Trustees represent community expectations as they provide oversight of related governance issues, and establish policies and standards by which the District's success is measured. Responsibilities of the Board also include establishing policies for the operation of the District and for ensuring its financial viability. Trustees employ the superintendent, approve the budget and monitor expenditures, set the tax rate, and may call for a bond election. Additional information can be found at [AISD Board of Trustees](#).

Members are elected to a four-year term of office. On a rotating basis, Board seats are filled during bi-annual elections held on the first Tuesday in November. Vacancies are filled by appointment or special election until the next election. Candidates to the Board of Trustees must conform to the eligibility requirements of the Texas Election Code.

All Board meetings are open to the public, except for Closed Sessions, also called Executive Sessions, which are discussed in more detail below. The Board holds official regular meetings every month except July. The Board Auditorium is located at the AISD Headquarters, 4000 S. IH-35 Frontage Rd., Austin, Texas 78704. With public notice, Trustees also hold special meetings and work sessions as needed. A majority of the Board constitutes a quorum for the transaction of business. All public meetings are cablecast live on AISD Cable Channel 22 and are periodically re-cablecast. Board meetings may also be viewed online via webcast. A

The AISD website is 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.

Access to the District's technology

Employment, assignment and job requirements will be in accordance with the requirements for any position as specified in the job description and as determined by the appropriate administrator. Where job requirements include educational degrees, certificates, and/or licenses, the employee must provide official documents and place them in their file with the Office of Human Resources Strategy prior to employment or as soon thereafter as possible.

District employees are both professional and at-will/contract employees, including employees who work part-time on a regular basis. In general, professional employees are not eligible for overtime. Classified employees are generally employed on an at-will basis, must track their work time, and are eligible to earn overtime.

At the discretion of the Superintendent, professional employees may be employed on a contract basis as defined by the Texas Education Code. See more information at [contract](#)

Professional employees, including teachers, counselors, librarians, and administrators who have not been previously employed with the District and who are not employed in a temporary status are employed under a probationary contract. After a two-year probationary employment with the District, a former professional employee who returns to employment with the District will be employed under a probationary contract.

The probationary contract is for one school year and is normally issued for a total of three one-year periods. However, the Board may offer a probationary contract for a fourth consecutive year if, during the third year of the probationary period, the Board determines that it is doubtful whether a term contract should be given. The decision to offer a fourth year probationary contract rests solely with the Board.

Teachers, who have not been previously employed with the District and who have been employed in public education for at least five of

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 submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Office of Talent Strategy in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Office of Talent Strategy when there is action against, or revocation of, their license.

A certified employee's contract may be voided and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary 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. Contact the Office of Talent Strategy if you have any questions regarding certification or licensure requirements.

Employees who are not hired under a contract are employed on an at-will basis. The employment-at-will doctrine is the law of Texas, under which the District has no duty to an employee regarding the continuation of employment. At-will employees 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. Additional information can be found in [Policy DCD](#)

Procession and administrative deployment / ase

Any District employee may be placed on a performance improvement plan when the employee's appraiser determines it is necessary to address performance concerns or the employee's appraisal components demonstrate a need for a performance improvement plan. Performance improvement plans should be a collaborative process between the employee and the employee's appraiser and should provide the employee with an opportunity to demonstrate performance improvement. Performance improvement plans must be in writing.

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 the employee notice of its decision to terminate the contract not later than 30 days before the last day of instruction required under the contract.

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

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

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.

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:

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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 alcohol.

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

23. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
24. A significant lack of student progress attributable to the educator.
25. Behavior that presents a danger of physical harm to a student or to other individuals.
26. Assault on a person on school property or a school-related function, or on an employee, student, or student's parent regardless of time or place.
27. Use of profanity in the course of

The Superintendent shall recommend an annual compensation plan that may include wage and salary structures that support District goals for hiring and retaining staff. The compensation plan to be used by the District shall be established by procedures consistent with the approved

The Superintendent or designee shall classify job positions based on the qualifications, duties, and market value of the position. Job positions within the District are classified as either exempt or nonexempt. Exempt professional or administrative positions and do not have a salary schedule. Nonexempt employees are usually employed on a full-time basis and track their work hours in the District's time management system.

The compensation plan shall be approved by the Board of Trustees and the Superintendent. The compensation plan and annual salary schedule shall be approved by the Board of Trustees.

Job positions shall be classified based on the qualifications, duties, and market value of the position. Job positions within the District are classified as either exempt or nonexempt. Exempt professional or administrative positions and do not have a salary schedule. Nonexempt employees are usually employed on a full-time basis and track their work hours in the District's time management system.

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

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

For employees who do not clock in or out as part of their regular assignment, no Weather time entry action is needed. Their leave timesheet should be left as is.

Non-Exempt Employees

For employees who clock in and out as part of their regular assignment, Timekeepers should manually enter 2 WEATHER DAY hours on timesheets for non-exempt employees whose regular start time has been delayed by the delayed start.

Employees whose regular start time is after the delayed start time should follow their regular work schedule and will not receive WEATHER DAY hours. See the scenarios below for examples.

Custodians working an evening shift from 12:00 p.m. – 9:00 p.m. are not affected by a two-hour delay to regular operations; therefore, they will not receive any WEATHER DAY hours.

: A clerk who is

the Texas Education Agency website along with Verification Forms to support College, Out of State and Out of Country experience. Service Record forms and Verification forms must be completed by the former employer 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 standard service record.

To receive service credit for prior work experience, employees must request documentation of service be sent to the Compensation Department via email reviewhr@austinsd.org on an official Texas Education Agency (TEA) record or Supplemental Experience Form and must be validated by the appropriate institutional official. The following forms of documentation are acceptable for review by the Compensation Department:

- TEA Service Record Form from each previous school district (for Texas school districts)
- Out of State service records from each previous school.
- 1040 & 1065 Tax returns (Self-employment for private practice only)
- Completed Supplemental Experience Form submitted from previous employers specifying position held, dates of employment, and hours worked.
- Military Service – DD 214 (service experience must relate to position)

Non-exempt employees, teachers, and librarians are paid based on verified education (official transcripts) and prior creditable work experience (properly completed service records). All other employees are paid based on prior creditable work experience only (properly completed service records). An employee is credited with education and/or experience after the proper documents are received in the Office of Talent Strategy. Receipt of these documents may or may not cause a corresponding change in salary.

collegeb

Employees who served as a fully certified teacher may be eligible to earn creditable service as a substitute teacher. The educator must have worked in a public school district and held a valid teaching certificate at the time of service. If eligible, this experience may apply for salary placement credit on the teacher/professional salary scale. Employees must typically make a special request to the school district to research experience as a certified teacher. An incomplete service record cannot be accepted for experience credit and is subject to the same TEA guidelines applied to all employees.

Effective July 1, 2024, 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 or former employer for evaluation. All service/experience documents must be submitted directly to the Compensation Department by the former school district/former employer within the following timelines:

Service records received within the 135 calendar day window will be retroactive to the employee's start date or change of assignment of the current school year.

Service records received within the current school year but outside the 135 calendar day window will be effective on the date the service is received.

Service records received after June 1st, even within the 135 calendar day window, will be applied for salary purposes in the next school year.

Service records received after an employee has resigned will not be accepted.

The Compensation Department will review and verify that the documentation submitted reflects work experience related to the employee's current AISD position. Experience in non-exempt jobs will not be considered for salary purposes when the candidate is moving to an exempt role outside of the NIS10, IT6-7, AUX13P-14, AP 1, AP2, AP3P, & AP4P structures. The non-exempt experience may be used to qualify for the exempt job but not as experience credit to determine a salary. Salaries are determined according to AISD policies and procedures, ^{MKHFN} regardless of funding source. The salary of previous incumbents is not a factor in determining the salaries of the

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full-time 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). *Policy DC*

Austin ISD is committed to investing in the health and well-being of its greatest assets—its employees. As part of this commitment, the District offers a comprehensive and competitive benefits package to our employees and their families so that they are empowered to live healthy, balanced and fulfilling lives.

For all questions regarding employee benefits please call the AISD Benefits Office at 512-414-2297. Employees can also review and manage their benefit plans at austinisdbenefits.com.

An individual’s eligibility for benefits from AISD depends on the nature of their position with the District. Regular employees employed at .5 FTE or higher are eligible for benefits. Substitutes and temporary hourly employees are generally not eligible for benefits, but may qualify for district health coverage under the ACA. Notice will be provided to those that qualify.

In order to participate in health insurance, voluntary life insurance, and other ancillary benefits, enrollment must be completed online within 30 days of the first day worked. Contact the AISD Benefits Office for online enrollment instructions. Failure to do so will result in forfeiture of health/life coverage for the plan year.

AISD’s open enrollment period to select or change benefits is October 1st - October of each calendar year. With the exception of New Hire Enrollment or a Life Changing Event, October is the only time an employee can enroll in or make changes to their benefits.

A Qualifying Life Event can occur at any time of the year and involves a change that affects an employee or their dependents’ eligibility under AISD’s benefit plans. Examples of Life Changing Events include a marriage or divorce, a birth, a death, return from a leave of absence or a spouse or dependent’s loss of coverage under another employer sponsored plan or Medicaid/CHIP. Life Events and any supporting documentation must be submitted in the Employee Benefit Portal or to the Benefit Office within 31 calendar days of the event. Changes and documents received outside of this window will be denied.

According to the Consolidated ~~AE~~ P’ within

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.

While an employee is using extended leave or on unpaid status, they shall only be eligible for leave benefits provided by law.

State Personal or Local Sick Leave:

If an employee resigns from AISD, any unused state leave remains on the employee's service record indefinitely and, if requested by the employee, will transfer with the employee to other public school districts in Texas.

Local Sick Leave

Unused AISD local sick leave will not transfer to other public school districts.

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.

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.

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)].

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 Talent Strategy maintains the definition of §"

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

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.

Family medical leave is provided in accordance with federal law, commonly known as the Family Medical Leave Act, 52 U.S.C. § 63001 / 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. If an employee is required to take leave until the end of a semester, the employee's group health insurance shall also be maintained. Additional information can be found in [Policy DEC \(Local\)](#) and [Policy DECA \(Legal\)](#).

Combined Leave for Spouses

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.

Failure to Return

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District shall require reimbursement of the premiums paid by the District during the leave.

Temporary Disability Leave is provided in accordance with [Texas Education Code § 21.409](#). An employee whose condition interferes with the performance of regular duties shall be given a leave of absence for temporary disability in accordance with law, if applicable. The maximum length of temporary disability leave granted to regular employees shall be 180 calendar days. Additional days may be requested as an accommodation under the Americans with Disabilities Act.

The categories of leave listed below may be available to employees who meet the eligibility requirements and/or have the necessary leave available for use.

An employee shall be granted extended sick leave only after completing one month (30 calendar days) of service at full pay during the current school year. A maximum of 30, 45, or 60 workdays of extended sick leave shall be granted based on the number of continuous years of service in the District, to be used only for the employee's own personal illness or injury, including pregnancy-related illness or injury.

0–4	Up to 30
5–14	Up to 45
15 or more	Up to 60

A leave request must be accompanied by medical certification of the illness or injury and submitted to the Leave Office within ten business days after the first absence due to the medical condition.

Parenting leave shall be granted to all District employees, regardless of FMLA eligibility. The District designates Parenting leave as FMLA when the employee's absence meets the eligibility requirements under the FMLA

Parenting leave shall be granted to employees:

1. For the birth of a son or daughter, and to care for the newborn child; or
2. For placement with the employee of a son or daughter for adoption or foster care.

Up to 30 days of unpaid leave may be granted after all state personal leave and/or sick leave is exhausted.

No more than 30 days of unpaid leave shall be granted in one school year.

calendars. Non-duty days will be granted and earned on a prorated basis over the course of the contract year. Employees who separate from the District will owe back any used but unearned days based on their separation date. Days owed may be docked from your final pay or substituted with earned State and/or local days. Exceptions may apply to certain calendars.

Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an

causing the injury could be prosecuted for assault or could not be prosecuted only because the person's age or

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 otor

Standard 2.2. The educator shall not harm others by know

- 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

An employee must notify the Office of Professional Standards within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds;
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- Crimes that occur wholly or in part of school property or at a school-sponsored activity; or
- Crimes involving moral turpitude.

Moral turpitude includes but is not limited to dishonesty; fraud; deceit; theft; misrepresentation; deliberate violence; base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor; drug- or alcohol-related offenses; or acts constituting abuse or neglect under the Texas Family Code. Additional information can be found in [Policy DH \(Local\)](#).

In accordance with the federal Drug-Free Workplace Act, the District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. § 702(a) (1) (A); 28 TAC § 169.2.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs, referral to employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and a condition of employment. As a further condition of employment, an employee shall notify the Office of Professional Standards in writing of any conviction of a criminal drug statute occurring in the workplace no later than three (3) days after such conviction. Additional information can be found in Policy DH: [Policy DH](#).

Within 30 calendar days of receiving notice from an employee of a conviction for a drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. § 702(a) (1) (A)

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: 2 II prescr deskÂ Â

- 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 > I

activity takes place. To ensure the safety of all

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](#).

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.

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.

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

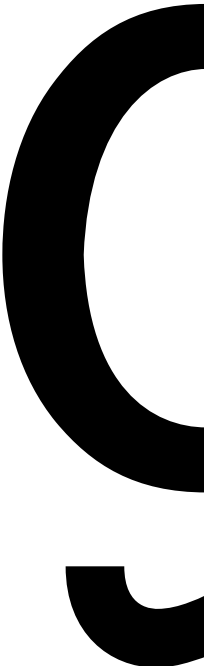
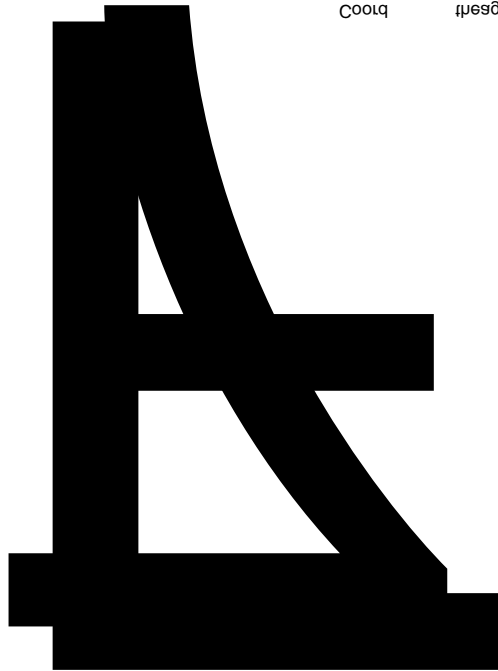
An employee who believes they have experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts to his or her supervisor or campus principal. An employee will not be required to report prohibited conduct to the person alleged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

Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator, may be directed to the

Director

Coord

Investig



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

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conduct

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.

Anyone who suspects that a

applications. Communication with students and families must occur within a district system or be backed up within a district system. Additional information can be found in [Policy DH](#).

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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 to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homen

The Fair Use Test should be used to determine if copyrighted material can be used, in accordance with Policy CY (Legal), without express permission from the author of the material. Additional information can be found in [Policy CY](#).

Instructional materials, whether purchased or donated, from any source of funding, are the property of the Austin ISD and shall be maintained within the Instructional Material and Equipment Management System.

Books must be returned to the teacher at the end of the school year or when the student withdraws from school, Education Code 31.104(c). The Board may not

A grievance is a formal complaint filed by an employee to address concern regarding, but not limited to, wages, hours, or conditions of work and is governed by [Policy DGBA](#).

Specific allegations of unlawful discrimination, harassment, or retaliation in employment on the basis of an employee's protected characteristic or exercise of the employee's exercise of constitutional rights, as well as Whistleblower complaints, may be brought under DGBA (LOCAL), but in accordance with policy, may be removed or required to be submitted under Board [Policy DIA](#). Additional information about other complaint processes can be found in [DGBA \(Local\)](#).

The purpose of the District's grievance policy is to provide employees an orderly process to present grievances and possibly resolve them. The Board intends that, where feasible, grievances should be resolved at the lowest possible administrative level. Employees are encouraged first to discuss any concerns with their supervisor to see if agreement or an acceptable resolution can be reached.

Grievances must be presented in writing on the approved AISD grievance form and signed by the person filing the grievance. The grievance should state both the specific facts pertaining to the grievance and the relief being requested by the grievant. A complaint or appeal that is incomplete in any material aspect may be dismissed, but may be refiled with all required information if the filing is within the grievance timeline. Grievances and appeals must be filed with the Office of Professional Standards and in accordance with the Grievance Timeline; a copy of the grievance should also be provided to the employee's immediate supervisor.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee or the administration unless the employee or the administration did not know the documents existed before the Level One conference.

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

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail.

Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline.

Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.

Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

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 receiving notice of the appeal, the Level One administrator shall prepare and forward 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 may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for 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.

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, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two appeal to the Level Three administrator. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and Level Two and identified in the Level Three appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three 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 Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

If the employee did not receive the relief requested at Level Three or if the time for a response has expired, the employee may appeal the decision to the Board.

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 Three response or, if no response was received, within ten days

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.

Access to a safe water source and a sink within reasonable distance from the lactation space will be provided. The women's restroom and/or teachers' lounge/kitchen area has soap and water for cleaning pump equipment. Employees may store their expressed milk in their own personal coolers with ice packs or in the shared break room refrigerator space, if available. As with any personal food item, handling and supervision of the expressed milk is the sole responsibility of the employee. Additional information can be found in [Policy DG \(Regulation\)](#).

An employee is generally not personally liable, under state law, for actions taken within the scope of employment that involve the exercise of judgment or discretion, except in circumstances where, in disciplining a student, the employee uses excessive force or the employee's negligence results in injury to the student or the student is injured while being transported by the District (inclusive of its employees) in a motor vehicle (e.g. bus, car or van). Additional information can be found in [Policy DGC](#).

The Superintendent or a designee is designated as the proper party to accept service of process or service of Subpoenas involving the District or Zif

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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.

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.



All employees are responsible for preventing accidents. You can protect yourself on the job by learning the safest way to perform your 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:

1. Be aware of your surroundings. Correct unsafe acts and conditions that you know about if you cannot correct a dangerous situation by yourself, report your supervisor about it.

2. Concentrate on doing your job safely.

3. Report dangerous or hazardous conditions such as broken windows, slippery floors, and damaged equipment.

4. Handle all chemicals and hazardous materials safely. (Refer to the appropriate Material 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 offices with hazardous materials on their 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.

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

6. Read instructions before using equipment or operating machinery.

7. 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.)

8. See *the AISD Employee Safety Manuals*,

9. See

10. See

11. See

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.

The Talent Development (TD) Department offers many services that support staff at different stages of employees' careers so they can learn, grow and improve their craft. The TD Team is committed to creating, providing, and supporting the development of equity focused, high quality and accessible professional learning opportunities that are aligned to the District's strategic plan and board priorities for all AISD staff, empowering AISD staff to facilitate all students in achieving their potential.

AISD's Human Capital Platform (HCP) houses the District's Professional Learning Management System that allows employees to register for AISD professional learning and training opportunities. Staff can browse the catalog for activities that will enhance their professional/job skills, or search the catalog for specific activities recommended by their manager or principal. New training opportunities are frequently added to the Human Capital Platform. The Human Capital Platform is accessed through the AISD Portal.

The mission of Austin ISD libraries is to nurture a life-long appreciation of reading and learning by assuring that students have opportunities for successful access, evaluation and use of information, technology, and literature. Additional information can be found at [Library Media Services](#).

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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.

The Materials Processing Center provides c

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