



Employee Handbook

2023 – 2024

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Introduction

The purpose of this Employee Handbook (Handbook), in addition to the HR Policy Guide (Guide) (for which every employee must sign annually), is to provide specific policy reference information that will help answer employee questions and pave the way for a successful year. This Handbook is intended as a policy and procedure overview, including those human resources (HR) related policies about which questions are most frequently asked. As such, not all McKinney Independent School District (McKinney ISD or District) Board of Trustees' (Board) Policies and procedures are included. In the event of any discrepancy, current District Board Policy will prevail.

This Handbook is neither a contract nor a substitute for the official District Policy manual. It is not intended to alter the contract or at-will status of employees in any way. Rather, it is a guide to, and a brief explanation of, District policies. District policies and procedures can change at any time and the changes shall supersede any Handbook provisions that are not compatible with the changes. For more information, employees may refer to the Policies that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. All District policies, including policies not listed in this Handbook, may be accessed online at <http://pol.tasb.org/Home/Index/310>.

This Handbook also provides links to the notices included in the required work-site posters that are displayed in all District buildings (e.g., Federal and State postings for Texas Public Employers; Concealed Handguns Prohibited; etc.).

In addition to policies, the District has published guidelines regarding the Fair Labor Standards Act (FLSA) related to overtime pay for nonexempt employees.

All District employees are responsible for reading and complying with the most current version of all McKinney ISD policies, which are available at <http://pol.tasb.org/Home/Index/310>.

Employees who do not have access to the Internet may review paper copies of Board Policy, upon request, through their office managers, department heads, or Human Resources (HR). However, hard copies may not contain the most current policies in existence. In the event of a discrepancy, the most current Policy will prevail.

Questions may be directed to supervisors, department heads, HR, or other appropriate District offices.

District information

Beliefs, Mission, and Objectives

Board Policy Links – [AE](#)

Vision:

We are a cohesive, diverse community providing engaging learning experiences for all.

Mission:

We will provide engaging learning experiences so students can become effective communicators, quality contributors, and socially responsible citizens.

Beliefs:

- Partnerships between students, parents, community members, and staff are foundational to educational success.
- Positive school culture and a safe environment foster growth.
- Everyone has inherent value and deserves to be treated with dignity and respect.
- Learning is an active process requiring engaging tasks and engaging minds.
- Relevant and authentic experiences ignite continuous, deeper learning.
- Meaningful relationships enrich learning.
- Confidence fuels risk taking and higher achievement.
- Financial stewardship ensures a tomorrow for education.

Board of Trustees

Board Policy Links – [BA](#), [BAA](#), [BBB](#), [BDD](#), and [BE](#)

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

The Board is elected by the citizens of the District to represent the community’s commitment to a strong educational program for the District’s children. Board members serve without compensation, must be qualified voters, and must reside in the District.

2023-2024 Board of Trustees:

Amy Dankel	President
Stephanie O’Dell	Vice President
Philip Hassler	Secretary
Chad Green	Member
Larry Jagours	Member
Harvey Oaxaca	Member
Lynn Sperry	Member

The Board generally meets the fourth Monday of the month at 6:00 PM at the MISD Community Event Center. Special meetings may be called when necessary. A written notice of regular, work study and special meetings will be posted on the District’s website and at the school administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule for 2023-2024

The Board meetings begin at 6:00 p.m. and will be held at the Community Event Center located at the McKinney ISD Stadium, 4201 South Hardin Blvd, McKinney, Texas 75070, unless noted otherwise.

August 28, 2023	Regular Meeting
September 25, 2023	Regular Meeting
October 23, 2023	Regular Meeting
November 13, 2023*	Regular Meeting
December 18, 2023**	Regular Meeting
January 22, 2024	Regular Meeting
February 26, 2024	Regular Meeting
March 25, 2024	Regular Meeting
April 22, 2024	Regular Meeting
May 13, 2024***	Regular Meeting
June 24, 2024	Regular Meeting

- * Early due to Thanksgiving break
- ** Early due to Winter break
- *** Early due to end of school year activities

Administration

Shawn Pratt	Superintendent of Schools
Dr. Melinda DeFelice	Deputy Superintendent of Secondary Leadership
Dr. Dennis Womack	Assistant Superintendent of Business, Operations, Technology, and HR
Shelly Spaulding	Assistant Superintendent of Public Relations and Communications
Gordon Butler	Assistant Superintendent of Strategic Processes and Community Engagement
Melanie Raleeh	Assistant Superintendent of Elementary Leadership
Dr. Amber Epperson	Assistant Superintendent of Teaching, Learning, and Accountability
Dr. Chad Teague	Chief Human Resources Officer
David Spann	Chief Technology Officer
Geoff Sanderson	Chief Accountability Officer
Marlene Harbeson	Chief Financial Officer
Greg Suttle	Chief Operations Officer

Employment

Equal Employment Opportunity

Board Policy Links – [DAA](#), [DIA](#)

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Dr. Chad Teague, Chief Human Resources Officer, #1 Duvall Street, McKinney, TX 75069, cteague@mckinneyisd.net, 469-302-4194. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability:

Name: Dr. Chad Teague
Position: Chief Human Resources Officer
Address: #1 Duvall Street, McKinney, TX 75069
Telephone: 469-302-4194
Email: cteague@mckinneyisd.net

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Board Policy Links – [DC](#)

Announcements of job vacancies by position and location are posted on the District's website on a regular basis.

Employment after Retirement

Board Policy Link – [DC](#)

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication

Employment after Retirement. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

Contract and Noncontract Employment

Board Policy Links – [DC](#), [DCA](#), [DCB](#), [DCD](#), and [DCE](#)

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

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

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

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

All contract employees will receive an electronic copy of their contract.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one or two-year contract that is not subject to the provisions for nonrenewal or termination under Chapter 21 of the Texas Education Code.

Paraprofessional and Auxiliary Employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District for any reason, or no reason, as long as it is not an unlawful reason.

Certification and Licenses

Board Policy Links – [DBA](#), and [DF](#)

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials are obtained as required and do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials in a timely manner to MISD Certification Specialist, Lindell DeBoue, in Human Resources at 469-302-4006. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify MISD

Certification Specialist, Lindell DeBoue, in Human Resources at 469-302-4006 when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend 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 MISD Certification Specialist, Lindell DeBoue, in Human Resources at 469-302-4006, if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Board Policy Links – [DC](#)

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact HR Specialist – Leave/ Workers' Compensation, Heather Davidson at hdavidson@mckinneyisd.net or 469-302-4102, for any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Board Policy Links – [CQ](#), and [DHE](#)

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

Random alcohol and drug testing of employee in "safety-sensitive" positions may be permissible when the intrusiveness of the search is minimal and the Board is able to demonstrate that the drug-testing program furthers its interest in ensuring the physical safety of students. "Safety-sensitive" positions include those that involve the handling of potentially dangerous equipment or hazardous substances in an environment including a large number of children.

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Human Resources department at 469-302-4117 or HR@mckinneyisd.net.

Health Safety Training - First Aid, CPR, and AED Certification

Board Policy Links – [DBA](#), and [DMA](#)

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their current certification or documentation to the employee's supervisor immediately upon receipt.

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

Reassignments and Transfers

Board Policy Links – [DGBA](#) and [DK](#)

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a District-designated transfer to another position, department or facility that is in the same professional capacity and does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments are at-will and may be terminated or reassigned at any time unless an extracurricular or supplemental duty assignment is specifically part of a dual-assignment contract. Employees who object to a reassignment may follow the District process for employee complaints within the timelines specified, as outlined in this Handbook and District Policy [DGBA\(LOCAL\)](#).

An employee with the required certification/qualifications for a position may request a voluntary transfer to another campus or department. An online transfer request must be submitted electronically. A teacher requesting a transfer to another campus before the school year begins must submit his or her request according to the transfer request timeline. Requests for transfer during the school year will be considered when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources department and must be approved by the receiving supervisor.

Assigning Related Employees. Administrative personnel may not be assigned to any position in which an employee is reporting as a subordinate to a family member. Family shall be defined to include, for purposes of this provision only, an employee's wife, husband, son, daughter, brother, sister, mother, father, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, sister-in-law, and brother-in-law.

Workload and Work Schedules

Board Policy Links – [DEAB](#), [DK](#) and [DL](#)

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

Professional employees who are exempt from overtime provisions have a responsibility to work until the work is completed and should not construe the schedule below as a maximum number of hours to be worked each day.

Length of workday:

Administrative offices personnel: 7:45 AM - 4:00 PM
or 8:00 AM - 4:15 PM

Individual building administrators:	Elementary school	7:00 AM – 3:45 PM
	Middle school	7:45 AM – 4:30 PM
	High school	6:45 AM – 3:30 PM

Individual building office employees:	Elementary school	7:30 AM – 3:30 PM
	Middle school	8:15 AM – 4:15 PM
	High school	7:15 AM – 3:15 PM

Teachers:	Elementary school	7:30 AM – 3:30 PM
	Middle school	8:15 AM – 4:15 PM
	High school	7:15 AM – 3:15 PM

Instructional aides: Schedules vary; workday = 7.25 hours, 0.5-hour lunch

Conference Period. Elementary, middle and high school teachers have a conference period in the daily schedule. Teachers may not leave the building during the conference period without the express permission of the principal. The teacher's daily conference period shall be used for the following purposes: instructional preparation, parent-teacher conferences, evaluating students' work, and planning.

Each teacher actively engaged in the instruction of students shall have at least one period per day of not less than forty-five minutes or the equivalent (450 minutes in a 10-day period) according to Texas Education Code §21.404 within each two-week period in blocks not less than 45 minutes.

Duty Free Lunch. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students during lunch one day a week when no other personnel are available.

Extra Duty Assignments. Building principals shall assign extra duties to employees as part of their employment duties. Duties may include, but are not limited to the following: lunch period duty, lunch duty, hall duty, duty at

extracurricular activities, bus loading duty, parking lot duty, supervising detention hall or in-school suspension, tutoring, and housekeeping duties (such as turning out lights, locking doors, straightening classrooms at the end of the day, etc.).

Each building principal shall prepare the schedule of extra-duty assignments. A copy of the schedule shall be available, and orientation shall be provided for duty assignments.

Faculty Meetings. Building faculty meetings will be scheduled by the principal. The efficient operation of the schools depends upon the timely and orderly dissemination of information and development of campus policies and procedures related to improving education. All staff members are expected to attend faculty meetings unless on duty or otherwise excused by the principal.

End of Year Reports. At the end of each school year or at the time of a teacher's separation from the District, the following items shall be filed with the principal; including but not limited to: security badge, grade book, lesson plan book, final exam copies, teacher editions of textbooks, completed grade sheets, report cards, keys to building, file cabinets, desk, etc., teacher's daily register (if applicable), any District forms or reports, curriculum guides, exit interview data/form and any assigned technology. In addition, for Special Education teachers or support staff: 504/Special Education accommodation plans, updated IEPs and IEP Progress Reports, outstanding referrals to Special Education, testing materials and equipment, specialized equipment.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and will receive notification of the required duty days, holidays and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior written approval from their supervisor. Overtime compensation, for hours worked in excess of 40 hours per workweek, may be paid in cash or compensatory time. See Overtime Compensation for additional information.

Breaks for Expression of Breast Milk

Board Policy Links – [DEAB](#) and [DG](#)

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

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the Director of HR, Darla Jackson, at djackson@mckinneyisd.net.

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact HR Specialist, Heather Davidson at hdaivdson@mckinneyisd.net, to begin the interactive process.

Notification to Parents Regarding Qualifications

Board Policy Links – [DBA](#) and [DK](#)

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

Employees who have questions about their certification status may contact Certification Specialist, Lindell DeBoue, in the Human Resources department at 469-302-4006 or ldeboue@mckinneyisd.net.

Outside Employment and Tutoring

Board Policy Links – [DBD](#)

Employees are required to disclose to their immediate supervisor any outside employment, personal financial interest, business interest, or any other obligation or relationship that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the District. An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students under the employee's supervision for pay. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation

Board Policy Links – [DN](#), [DNA](#), and [DNB](#)

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process, as specified for their particular position, with their assigned supervisor at least annually, except where less-frequent evaluations are allowed such as with T-TESS. Written evaluations will be completed on forms approved by the District. Reports, correspondence and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. Copies of evaluations and signatures may be electronic.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Board Policy Links – [BQA](#) and [BOB](#)

At both the campus and District levels, McKinney 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, selected employees are appointed to serve on District- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Student Support department.

Staff Development

Board Policy Links – [DMA](#)

The District believes that being a professional in the field of education implies a commitment to continued learning and growth. The professional development program supports professional growth for all employees based upon diagnosed needs, professional goals, and/or District beliefs and goals. The program's purpose is to ensure professional growth targeted at improving student achievement in order to facilitate graduates who meet the District graduate profile. Each member of the professional staff (certified or licensed degreed personnel) shall participate in a program of professional growth during each year of employment in the jury District.

The highlights of the policy include:

- Requirements for 18 hours of professional learning within a one-year period (6 hours earned during contract time and 12 hours earned during non-contract time).
- Out-of-District workshops or courses must have prior principal approval to earn MISD professional development credit.
- A professional development calendar year is defined as the end of the school year after June 1st and concluding the last contract day of the following calendar year.
- Failure to complete the required number of professional development hours within the specified time period or cycle will prevent the employee from receiving any scheduled pay raise the following year.
- Gifted and Talented professional development is a state requirement, and principals have the discretion to require gifted and talented hours based on campus need. The content for Gifted and Talented professional development must relate to the nature and needs of gifted students, identification and assessment, social and emotional needs, instructional strategies, or differentiated curriculum. The hours may be earned outside of, or in combination with, the MISD professional development hours.
- All participants must register on-line, and sign in, for sessions offered by MISD to receive credit. Perpetual failure to register for professional development may result in a denial of Professional Development credit.

Failure to meet the MISD Professional Learning Requirements:

- Certified or licensed degreed personnel (professional staff) shall become ineligible for any scheduled pay raise for the following school year.
- Those on a 225 day contract or less, must complete Non-Contract hours by deadlines listed above or they will be docked their daily rate for that specific Exchange Day (see further explanation in the 2023-2024 Professional Learning Guidelines, pg. 3 on "Exchange Days").
- Continued failure to fulfill the requirement within the specified time period or cycle shall affect the employee's appraisals and continued employment with the District. See DFBB (LOCAL).

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

Compensation and Benefits

Salaries, Wages, and Stipends

Board Policy Links – [DEA](#) [DEAB](#) and [DEAA](#)

Employees are paid in accordance with the Board approved compensation plan. The District's compensation plan is reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid annualized salaries. Positions classified as exempt are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary, and

receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary, such duties being at-will and subject to termination at any time and for any lawful reason or for no reason as described herein.

Employees should contact the Payroll department at payroll@mckinneyisd.net for more information about the District’s pay schedules or their own pay.

Paychecks

Employees are paid semi-monthly. Paychecks will not be released to any person other than the District employee named on the check without the employee’s written authorization and/or other legal document authorizing the release of the check to a third party.

Employees may view their payroll statements online through [Employee Self Service](#). For questions about payroll statements, employees may contact the Payroll department at payroll@mckinneyisd.net.

All payroll related calendars are available on the District’s website at <https://www.mckinneyisd.net/business-finance/>.

For the 2023-2024 school year the following dates will serve as cut-off for all payroll runs, to include, substitutes in November and December. Substitutes, Crossing Guards, Employee Leave, Tutors, and additional money requests must be turned in on the dates below.

<u>Cut-Off</u>	<u>Due in Payroll Office</u>	<u>Payroll Date</u>
September 1	September 6	September 15
September 15	September 19	September 29
September 29	October 3	October 13
October 13	October 17	October 31
October 27	November 1	November 15
November 10	November 14	November 30
December 1	December 5	December 15
December 15	December 18*	December 21
December 29	January 8*	January 12
January 19	January 23	January 31
February 2	February 6	February 15
February 16	February 20	February 29
March 1	March 4*	March 8
March 22	March 25*	March 28
April 5	April 9	April 15
April 19	April 22	April 30
May 3	May 7	May 15
May 17	May 21	May 31

May 31	June 4	June 13
June 14	June 18	June 27
June 28	July 9	July 15
July 12	July 16	July 31
* Information needs to be received in Payroll Office by Noon		

Direct Payroll Deposit

Employees may have their paychecks electronically deposited into a designated account. A notification period of a two-paycheck cycle is necessary to activate this service. For more information about the payroll direct deposit contact the Payroll department at payroll@mckinneyisd.net.

Payroll Deductions

Board Policy Links – [CFEA](#)

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

- Teacher Retirement System of Texas (TRS) or FICA Alternative
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired in this District after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, vision insurance and 403B/457 contributions. Employees also may request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions approved by the Board. Salary deductions are automatically made for unauthorized or unpaid leave, overpayments, or other legally authorized deductions at the time of an employee’s termination of employment.

Overpayment: McKinney ISD takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays. In the unlikely event that there is an error in the amount of pay, the employee should bring the discrepancy to the attention of the District as quickly as possible. Subject to applicable federal and state laws, employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Overtime Compensation

Board Policy Links – [DEAB](#); [DEC](#)

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action, up to and including termination.

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

Compensatory time used is not counted as hours worked during the workweek for purposes of overtime determination.

Nonexempt auxiliary employees are paid based on a 40-hour workweek. Overtime at the rate of 1.5X is earned for work beyond 40 hours.

Nonexempt paraprofessionals are paid based on a 36.25-hour workweek. Compensatory time at the rate of 1.0X is earned for work between 36.25 and 40 hours. Compensatory time at the rate of 1.5X is earned for work beyond 40 hours.

The following applies to all nonexempt employees:

- Earned compensatory time shall be used before any available paid state and local leave.
- All overtime will be accumulated as compensatory time (comp time) up to 60 hours.
- Any comp time balance beyond 60 hours will be paid.
- Nonexempt employees may be paid for overtime earned (instead of accumulation of comp time) as approved by supervisor.
- Any comp time unused within 6 months of the duty year earned will be paid.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- Any unused comp time upon separation from the District will be paid.
- All nonexempt employees will be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Board Policy Links – [DEE](#)

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage or per diem meals.

Travel expenses of all District employees incurred while engaged in official business of the District shall be paid in accordance with the guidelines detailed in the Accounting/Purchasing Manual. Each District employee who is authorized to travel assumes, with the acceptance of that authorization, a direct responsibility to limit travel claims to those actually incurred on travel that is clearly for the purpose of discharging essential official business of the District. Planning of day-to-day travel should take into consideration the most economical means of accomplishing the authorized official District business. This planning should include consideration of the use of the employee's personal car or common carrier, sharing rides with other employees, and similar alternatives.

Administrators who are responsible for making travel assignments and for approving travel plans have the additional responsibility of limiting travel plans to those trips that are clearly in accordance with Board Policy or official Board action. Signature of approval shall be secured by employees for professional trips on the

Application for Authorization of Professional Trip form. Approval shall be secured prior to all professional trips whether at employer or employee request.

Out-of-District Conference / Travel Guidelines

1. The employee out-of-District conference/travel shall:
 - Support the Campus Improvement Plan goals and objectives.
 - Benefit not only the individual, but their instructional team, campus and students.
 - Present a written summary of the conference/travel to campus designee (within 15 days) to be distributed to appropriate staff, and include recommendations concerning the workshop presenter, and/or campus and classroom application.
 - Be scheduled well in advance (3-4 weeks preferred) to determine availability and secure a quality substitute. Staff member requesting travel will be responsible for securing and/or canceling the substitute.
 - Access similar local opportunities prior to traveling out-of-District.
 - Each campus will determine the number of out-of-District conferences/travel by one individual per year away from students.
 - Be kept on a campus database so amount, content and equity issues can be monitored toward meeting campus goals and objectives and assure equal access.
 - Be supported by campus budget.
2. Recommend posting or making staff aware of supporting professional development relevant to the campus goals and objectives.
3. Recommend a minimal number of days out-of-District when students are in class in order to ensure quality instruction in each class.

Approval Procedures

Out-Of-District Conference/Travel (In-State)

- Approval by campus designee (i.e., department chair, other).
- Final approval by principal.
- Kept on file in the campus office.

Out-Of-District Conference/Travel (Out-of-State)

- Approval by campus designee (i.e., department chair, other).
- Campus approval by principal then forward staff forms to the appropriate Assistant Superintendent of Student Support.
- Final approval by Superintendent or appropriate Assistant Superintendent of Student Support.

Process Steps

District employee:

- Secures the Out-Of-District Conference/Travel form and completes as specified (preferably three to four

weeks prior to the conference/travel, but at least two weeks prior).

- Turns the completed form into the principal/designee for approval. The out-of-state, form only sent to the appropriate Assistant Superintendent of Student Support for approval.
- Upon approval of the campus designee (if required), the participant turns in the completed form to the campus principal.
 - Upon approval, the participant secures a substitute immediately.
 - Participant makes all travel arrangements, securing appropriate purchase orders, and/or advance travel.
 - Participant ensures that meaningful lesson plans are completed for day(s) away from the class.
 - Upon returning, participant completes the summary and turns in to the Principal/campus designee within 15 days.
 - Shares learning with staff as agreed to with principal/designee.
 - If training is off-contract time and qualifies for one of the professional development strands, the appropriate documentation is signed by the principal with number of hours and selected professional development strand. Documentation Form is then forwarded to the office of Student Support.

Guidelines detailing the completion of travel advance forms for payment of trip expenses, the definitions of allowable expenses, and required receipts can be found in the [Accounting Purchasing Manual](#) on the Purchasing web page. Upon completion of travel, additional guidelines for reconciling trip expenses to return unused funds or request additional reimbursement are also detailed in the Accounting Purchasing Manual. Failure to comply with District Policies or guidelines regarding travel and expenses may result in employee discipline as outlined in Board Policies.

TRS ActiveCare Insurance

Board Policy Links – [CRD](#)

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the Board. Eligible employees are offered health insurance coverage at the full cost of the premiums reduced by the District contribution.

The insurance plan year is from September 1 through August 31. Current employees may make changes in their insurance coverage during open enrollment time periods or within 31 days of a status change or qualifying life event (e.g., marriage, divorce, birth, adoption, etc.). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are available to all employees on our website at www.mckinneyisd.net/human-resources/benefits. Employees should contact Benefits at benefits@mckinneyisd.net for more information.

Voluntary Insurance Benefits

Board Policy Links – [CRD](#)

At their own expense, eligible employees may enroll in supplemental insurance programs for Dental, Vision, Life Insurance, Disability Insurance and work site products. Premiums for these programs can be paid by payroll deduction. Detailed descriptions of insurance coverage and employee cost are provided to all employees on our website at www.mckinneyisd.net/human-resources/benefits. Employees should contact the Benefits department at benefits@mckinneyisd.net for more information.

Cafeteria Plan Benefits (Section 125)

Employees may participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must enroll annually. This plan enables enrolled employees to pay out of pocket medical expenses on a pretax basis (i.e., Medical, Dental, Vision). Detailed descriptions of insurance coverage and employee cost are provided to all employees on our website at www.mckinneyisd.net/human-resources/benefits. A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first thirty-one days from their start date of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Board Policy Links – [CRE](#) and [DEC](#)

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has workers' compensation coverage from the Texas Association of School Boards (TASB). Benefits help pay for medical treatment and make up for part of the income lost while recovering. An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation temporary income benefits if the absence exceeds seven calendar days. Specific benefits are prescribed by law depending on the circumstances of each case.

A Workers' Compensation First Report of Injury form should be completed and submitted to Central Office on all accidents occurring at school or school sponsored events. It is imperative that reports filed for Workers' Compensation be submitted within three days of the accident.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or – illness wages. While an employee is receiving workers' compensation wage benefits, the District will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

All work-related accidents or injuries should be reported immediately to the campus nurse or to HR Department Specialist for Leave/ Workers' Compensation, Heather Davidson at [hdavidson@mckinneyisd.net](mailto:h davidson@mckinneyisd.net) or 469-302-4102. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' compensation benefits* for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Board Policy Links – [CRE](#)

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources department at 469-302-4117 or HR@mckinneyisd.net. Determinations as to whether or not the employee is eligible for unemployment benefits will be made by the Texas Workforce Commission.

Employee Assistance Program

McKinney ISD, the department of counseling at Texas A&M University-Commerce, and the Counseling and Consulting Associates of North Texas (CCA) have partnered to provide an employee assistance program for District employees.

- The Harold Murphy Counseling Center (HMCC) is located at the McKinney ISD Greer Annex, 510 Heard Street in McKinney. To make an appointment call 469-302-6318.
- CCA offers up to eight free counseling visits per year (September 1 - August 31) for each McKinney ISD staff member and each of their family members. Individual, group, and family counseling is available. Visits in addition to the eight free visits will be charged to the employee on a sliding scale based on income. CCA is located at 2750 West Virginia Parkway, Suite 108, McKinney. To make an appointment call 972-542-8144.

Teacher Retirement

Board Policy Links – [DEG](#)

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes, not receiving TRS service retirement benefits, who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Please consult the Teacher Retirement System of Texas (TRS) regarding eligibility and benefits. Employees who plan to retire under TRS should notify TRS and the MISD Human Resources department as soon as possible (resigning from MISD and retiring through TRS). Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542- 6400. TRS information is also available on the online at www.trs.texas.gov. If there is any discrepancy, TRS rules will prevail.

Leaves and Absences

Board Policy Links – [DEC](#), [DECA](#), and [DECB](#)

The District offers employees paid and unpaid leaves of absence in times of personal need. This Handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should contact the HR Specialist – Leave/Worker’s Compensation, Heather Davidson, at [hdavidson@mckinneyisd.net](mailto:h davidson@mckinneyisd.net) or 469-302-4102 for information regarding the Family Medical Leave Act (FMLA) and Temporary Disability Leave (TDL) and requirements for communicating with the District while on leave. For information about applicable leave benefits and payment of insurance premiums, contact the Benefits department at benefits@mckinneyisd.net.

Use of Leave. Leave is available for the employees use at the beginning of their work assignments (prorated). Earned comp time must be used before any available paid state and local leave. Paid leave must be used in full day or half day increments. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State sick leave accumulated before the 1995–96 school year.
- State personal leave.

If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate forms and or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay. If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for three consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

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

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

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

Medical Certification. Employees absent more than five consecutive workdays because of personal illness or illness in the immediate family must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and, in cases of personal illness, the employee's fitness to return to work. All medical certification shall be by a health care provider as described in federal regulations and on the form provided by the District. See DEC(LEGAL). For an absence of more than five days, Family Medical Leave and or Temporary Disability Leave (TDL) paperwork must be submitted to the HR Specialist – Leave/ Workers' Compensation, Heather Davidson at [hdavidson@mckinneyisd.net](mailto:h davidson@mckinneyisd.net) or 469-302-4102.

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

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

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense for a maximum of six months. Health insurance

benefits for employees on paid leave and leave designated under the FMLA will be paid as they were prior to the leave. The District does not pay any portion of insurance premiums for employees who are on unpaid leave.

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

Personal Leave / Discretionary Leave

Board Policy Links – [DEC](#)

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

- **Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family or active military service is considered nondiscretionary leave. Reasons for this type of leave allows very little, if any advanced planning. Nondiscretionary leave may be used in the same manner as state sick leave.
- **Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

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

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

For the purposes of state sick leave accrued before May 30, 1995, and local sick leave, the term "immediate family" shall include:

1. Spouse
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter- in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, sibling-in-law.
5. Grandparent and grandchild.

6. Any person who may be residing in the employee's household at the time of illness or death.

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

The term "family emergency" shall be limited to natural disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

Local Leave

Board Policy Links – [DEC](#)

Local sick leave, if any, shall be used before state sick leave accumulated prior to the 1995-96 school year and under the terms and conditions applicable to such state sick leave, except as otherwise provided by this Policy. State sick leave accumulated prior to the 1995-96 school year shall be used before state personal leave.

Local sick leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

Employees shall be charged leave as used even if a substitute is not employed.

Leave shall be recorded in whole workdays and half workdays only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act.

Leave shall not be approved for more workdays than have been accumulated in prior years plus those earned during the current year. Leave for the current year shall be available for use at the beginning of the school year. When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. See [DMD\(LOCAL\)](#).

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.

Local leave shall accumulate to a maximum of 30 leave days. Accrued local leave is not paid at separation from employment with the District.

Vacation

Board Policy Links – [DED](#)

Auxiliary personnel on 12 month (260 days) work assignments are eligible for paid vacation. Vacation time accrues at a rate of 5/6 of one day (10 days/12 months) per month during the school year. Accrued vacation will be added to the employee's available leave at the end of each month in which it was earned. Employees are eligible for ten days of vacation. Scheduled holidays shall be determined annually by the District.

The following regulations shall govern the taking of accumulated vacation:

1. Vacation days are earned September 1 through August 31. Days shall be prorated for twelve month employees hired by the District after September 1.
2. All vacation must be approved and placed on the calendar to ensure adequate available staff at all times to

operate the District.

3. Vacation days shall not be worked for additional pay.
4. A formal request shall be submitted to the employee's immediate supervisor and reported on TimeClock Plus.
5. Upon separation from the District, vacation leave taken that was not yet earned will be deducted from the employee's final paycheck.

Professional and paraprofessional personnel on twelve-month (226 or 236 days) work assignments have non-scheduled days without duty that are classified as vacation ("non-duty vacation days"). Employees are eligible for 14 full days of non-duty vacation days that are advanced on July 1 of each fiscal year for eligible employees. These are the days remaining in the year after holidays and scheduled duty days have been satisfied. Professional and paraprofessional personnel are paid only for scheduled duty days. All non-duty vacation days are unpaid days. Non-duty vacation days not used within 18 months from the duty year in which it was earned will be deleted.

Family and Medical Leave (FMLA)

Board Policy Links – [DEC](#)

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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply:

- You work for a covered employer,

- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

You work for a covered employer if one of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, to request FMLA leave you must:

- Follow your employer’s normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also **inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer must:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process. L

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The District will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

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

Intermittent Leave. An employee does not need to use leave in one block. In the case of a qualifying exigency or otherwise permitted, employees may take leave intermittently or on a reduced schedule. The District does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the District will maintain the employee's group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in Policy. See [DECA\(LEGAL\)](#).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the District may require the employee to reimburse the District's share of insurance premiums paid during any

portion of FMLA when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the District, the District may not require the employee to reimburse the District's share of premiums paid.

District Contact. Employees who require FMLA or TDL leave or have questions should contact the HR Specialist – Leave/Workers' Compensation, Heather Davidson at hdavidson@mckinneyisd.net or 469-302-4102 for details on eligibility, requirements and limitations. Additional information is available online in the Employee Portal HR Section at <http://www.mckinneyisd.net/>.

Temporary Disability Leave

Board Policy Links – [DEC](#)

Any full-time employee is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time employees who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. Generally, employees must give 30-day advance notice of the need for temporary disability leave. If it is not possible to give 30-day notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. The request must be accompanied by a medical certification from the employee's health care provider confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or may be subject to discipline, up to and including termination. Additionally, an employee may be involuntarily placed on temporary disability by the District.

Before returning to work, the employee must provide a fitness-for-duty certification from the health care provider. The certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee to share with the health care provider. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

Board Policy Links – [DEC](#)

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or illness wages. While an employee is receiving workers' compensation wage benefits, the District will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Board Policy Links – [DEC](#)

In addition to other days of leave provided, an employee who is physically assaulted during the performance of regular duties is entitled to the number of days of assault leave necessary to recuperate from all physical injuries sustained as a result of the assault, but not to extend more than two years beyond the date of the assault. The employee must submit a written request for the use of assault leave to HR Specialist – Leave/Workers' Comp, HeatherDavidson, at hdavidson@mckinneyisd.net, within a reasonable period following the alleged assault.

Assault Leave Defined

An employee of the District is physically assaulted if the person engaging in the conduct causing injury to the employee (1) could be prosecuted for assault; or, (2) could not be prosecuted for assault only because the person's age or mental capacity makes the person a non-responsible person for purposes of criminal liability. This definition shall be interpreted in accordance with Texas Education Code section 22.003(b) and Penal Code section 22.01 and independently from any other definition of "assault" in Board Policy or statute.

Reporting/ Review Process

An incident involving an assault is a work-related injury, and should follow workers' compensation procedures by being immediately reported to the campus nurse and/or HR Specialist – Leave/ Workers' Compensation, HeatherDavidson at hdavidson@mckinneyisd.net or 469-302-4102.

The determination of the eligibility for assault leave will be made in a timely manner after a review of the employee's claim, the medical evaluations and reports, and the investigation results. Until the determination is made, the claim will be treated as an assault per TEC §22.003. The employee will be notified in writing of the decision. The decision may be appealed in accordance with Board Policy [DGBA](#), [Employee Complaints](#).

Medical Evaluations and Reports

The District may require the submission of an evaluation from the employee's physician. This evaluation should describe, in detail, the nature and extent of the physical injury, the treatment prescribed, the estimated length of treatment, and an estimate of when the employee will be able to perform the essential functions of his/her position.

During the employee's assault leave, the District may periodically require the employee to submit to a physical examination by a physician of the District's choosing, at the District's expense.

The District may require the employee to provide a physician's release prior to returning to work.

Coordination of Benefits

An employee's request and claim for assault leave under this Policy will be presumed valid while the employee's claim is pending. Should the District ultimately hold that the employee was not entitled to assault leave under this Policy, the District shall deduct any leave taken from the employee's accrued leave. If the employee's accrued leave has been exhausted, the District may obtain reimbursement from any payments made to the employee from his/her wages earned at a rate not to exceed 10 percent of the total per week. If the employee resigns prior to complete reimbursement to the District of benefits received under this Policy, the District may deduct the amount owed from any wages due the employee at resignation. This provision does not preclude the District from using any other method, legal or equitable, to collect any outstanding balance owed the District.

Days of assault leave taken under this regulation may not be deducted from accrued sick leave except as set forth above. Assault leave under this regulation is available up to, but not more than two years from the date of the assault.

In accordance with law, assault leave Policy benefits due to an employee shall be coordinated with temporary income benefits due from workers' compensation so that the employee's total compensation from temporary income benefits and assault leave Policy benefits equals 100 percent of the employee's weekly rate of pay. See [DEC\(LEGAL\)](#)

Unpaid Bereavement Leave

Board Policy Links – [DEC](#)

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District, and will be unpaid. An employee may be required to provide the District a copy of the death certificate, obituary, or other documentation that supports the need for bereavement leave.

Jury Duty

Board Policy Links – [DEC](#), [DG](#)

The District provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the District a copy of the summons to document the need for leave.

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

Compliance with a Subpoena

Board Policy Links – [DEC](#)

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative or administrative proceeding and will not be required to use paid leave relating to district business. Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or, at the option of the employee, shall be taken by the employee as leave without pay. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use compensatory time or personal leave for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The District will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made

unless they pose an undue hardship to the District. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Board Policy Links – [DECB](#)

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

Reemployment after Military Leave. Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact HR Specialist – Leave/ Workers’ Compensation, Heather Davidson at [hdavidson@mckinneyisd.net](mailto:h davidson@mckinneyisd.net) or 469-302-4102. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of the time specified by law.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. For details on eligibility, requirements and limitations, employees should contact the District’s Benefits department at benefits@mckinneyisd.net.

Payment for Accumulated Leave Upon Separation

Upon retirement from the District, employees shall receive one day’s pay computed at retirement time, for each year served in the District.

Sick Leave Bank

Board Policy Links – [DEC](#)

1. The purpose of the sick leave bank is to provide additional sick leave days to a member of the bank in the event of a catastrophic illness or injury of the employee or the employee’s immediate family member that necessitate the employee to take a prolonged absence from duty, which could result in a substantial loss of income because the employee will have exhausted all available state and local leave, as well as any compensatory time, vacation days, and duty days, as applicable, apart from the leave bank as defined in McKinney ISD Board Policy DEC (LOCAL). A catastrophic illness or injury is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the district. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. The sick leave bank will not cover bereavement or routine parental leave following the birth of a child. Extended absences caused by medical complications arising from pregnancy, childbirth, or related medical conditions will be considered catastrophic if they meet the requirements of this paragraph.
2. All employees who donate two (2) accrued or anticipated local sick leave days shall be eligible to participate in the sick leave bank. The donation is a one-time contribution unless the employee utilizes days from the bank or the number falls below the level established in the guidelines.

3. The enrollment period for current and new employees hired prior to the opening of the school year shall be July 1 through June 30. Employees who join within the enrollment period are eligible for membership beginning with the first official day of work.
4. All new employees hired after the enrollment period must be able to earn two (2) days of local sick leave during the current school year to be eligible for membership. New employees are eligible to join immediately after they begin work. However, must join within thirty (30) days of being employed.
5. "Immediate family" as defined in McKinney ISD Board Policy DEC(LOCAL), shall include:
 - a. Spouse.
 - b. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
 - c. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
 - d. Sibling, stepsibling, and sibling-in-law.
 - e. Grandparent and grandchild.
 - f. Any person residing in the employee's household at the time of illness or death
6. To request days, the employee must complete a Sick Leave Bank Application and submit to Human Resources. An attending Physician's Statement must accompany the application. (NOTE: All information related to the employees' medical condition is considered confidential and will be maintained as such.)
7. An employee must be absent at least five (5) consecutive work days for the same reason, in order to request sick leave bank days. An employee must be absent at least five (5) consecutive work days for the same reason and experience a loss of three (3) days salary, in order to request sick leave bank days to care for an immediate family member. An attending physician's statement showing the qualifying reason for the employee's absence must accompany the request.
8. All available paid leave days, including any accrued compensatory time, must be exhausted in order to receive sick leave bank days.
9. If a member is critically ill and unable to file an application for sick leave days from the bank, a member of the employee's family or the school principal, immediate supervisor, or department head may initiate the application form at the request of the employee.
10. The maximum number of sick leave bank days granted in a school year for an employee illness will be thirty (30) days or fifteen (15) days for illness of an immediate family member. In extreme hardship cases, an additional thirty (30) days may be provided for the employee's illness or an additional fifteen (15) days for the illness of an immediate family member. The maximum number of days awarded for life per member is ninety (90) days. For bank purposes, the school year will be from July 1 through June 30.
11. An HR representative is authorized to consider and approve / deny requests for sick leave bank, and criteria for granting requests. An employee may appeal a decision regarding the sick leave bank beginning with the HR representative.
12. Employees granted sick leave bank days during a school year will be contacted as to whether they wish to continue as a member the following school year. If so, two (2) accrued or anticipated local sick leave days must again be donated.
13. Should the sick leave bank fall two times (2x) below the number of participating members on June 30, continuing participants must contribute one (1) extra day effective July 1 of the next school year. If it falls one time (1x) below the number of members, he/she must contribute two (2) days.
14. If an employee decides to terminate their employment or cancel their membership in the bank, the two (2) days contributed remain the property of the bank. If, at a later date, the individual wishes to regain membership by returning to the district or rejoining the bank, two (2) days must again be donated.
15. An employee who resigns from the District and retires through the Teacher Retirement System of Texas (TRS) shall be permitted to contribute up to five unused local leave days to the sick leave bank upon separation. The employee need not be a member of the sick leave bank to make such a voluntary contribution. Leave contributions made upon separation for the purpose of retirement shall be included in the general balance of leave days in the sick leave bank; the retiree shall not be permitted to designate the

recipient of the leave days contributed. In order to donate days to the sick leave bank upon separation, the employee needs to email the HR representative with their desire.

Complaints and Grievances

Board Policy Links – [DGBA](#) and [DIA](#)

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time. Concerns or complaints are resolved best on the level at which they occur. If concerns cannot be resolved informally, employees may utilize the grievance Policy reference above and in the HR Policy guide.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board. For ease of reference, the District's policy concerning the process of bringing concerns and complaints may be accessed on the District's website: <https://pol.tasb.org/Home/Index/310>.

Employee Conduct and Welfare

Standards of Conduct

Board Policy Links – [DH](#)

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

- Maintain possession of their badge at all times to enter MISD facilities.
 - Report lost or stolen badges to Human Resources immediately.
 - Employees are not allowed to give their badge to other employees, family members, or non-employees of the school district to access MISD facilities.
- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule or notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
 - Three (3) consecutive days “No Call No Shows” without medical documentation will be considered job abandonment.
 - Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.

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

All District employees should perform their duties in accordance with state and federal law, District Policies and procedures and ethical standards. Violation of Policies, regulations or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC within specified timelines by the Superintendent and/or the principal. See *Reports to the Texas Education Agency* for additional information.

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

Code of Ethics and Standard Practices for Texas Educators

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

- i) the nature, purpose, timing, and amount of the communication;
- ii) the subject matter of the communication;
- iii) whether the communication was made openly or the educator attempted to conceal the communication;
- iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- v) whether the communication was sexually explicit; and
- vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Dress Code for Employees

Board Policy Links – [DH](#)

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments and in accordance with any additional standards established by their supervisors, approved by the Superintendent, and in accordance with state and federal laws and regulations.

1. Staff may not wear clothing items prohibited by the Student Code of Conduct.
2. All staff members are to wear professional attire, cleaned and pressed.
3. Blue jeans, sweat pants, sweat shirts, and tee shirts are not acceptable attire.
4. Spirit Days that are declared by the campus administration may be treated as exceptions to the tee shirt/sweat pants and shirt, and blue jeans rule.
5. For men, ties with dress or sport shirts are preferred but not mandatory.

6. Male administrators are expected to wear shirt and tie or banded collar shirt. Sports jacket or suit coats are preferred. Female administrators are expected to wear professional attire.
7. Support staff including custodial, food service, maintenance, warehouse, and transportation employees shall not be subjected to the above requirements. They shall be neat, clean and well-dressed as described in their respective handbooks.
8. Physical education staff members may choose to wear appropriate uniforms that are approved by the administration during the physical education period only.
9. Instructors in laboratory courses may wear aprons, smocks or coveralls during the instructional period only.
10. The campus administration may determine the appropriateness or inappropriateness of the employee dress.

Discrimination, Harassment, and Retaliation

Board Policy Links – [DH](#) and [DIA](#)

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including Board members, vendors, contractors, volunteers or parents. A substantiated charge of harassment may result in disciplinary action, up to and including termination.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor or appropriate District official. If the campus principal, supervisor or District official is the subject of a complaint, the complaint should be made directly to the Superintendent. A complaint against the Superintendent may be made directly to the Board.

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

<https://pol.tasb.org/Policy/Code/310?filter=DIA>

Harassment of Students

Board Policy Links – [DH](#), [DHB](#), [FB](#), [FFG](#), [FFH](#), and [FFI](#)

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

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

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

The District’s policy that includes definitions and procedures for reporting and investigating harassment of students may be located as follows:

[https://pol.tasb.org/Policy/Download/310?filename=DF\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/310?filename=DF(LEGAL).pdf)
[https://pol.tasb.org/Policy/Download/310?filename=FFH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/310?filename=FFH(LOCAL).pdf)

Alcohol and Drug Abuse Prevention

Board Policy Links – [DH](#)

McKinney ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be subject to disciplinary action, up to and including termination. The District’s Policy regarding employee drug use follows:

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

1. 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.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering or behavior-altering drugs. An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this Policy. However, the employee must be able to perform all required duties associated with his or her position while taking the prescribed medication.

Tobacco Products and E-Cigarette Use

Board Policy Links – [DH](#), [FNCD](#), and [GKA](#)

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

Reporting Suspected Child Abuse

Board Policy Links – [DG](#), [DHB](#), and [GRA](#)

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

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org> or to the Texas Abuse Hotline (800-252-5400). If the suspected abuse is an emergency, please contact the school counselor, administrator or nurse for assistance in reporting. State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

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

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

Child Sexual Abuse and Maltreatment of Children

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

Reporting Crime

Board Policy Links – [DG](#)

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

Scope and Sequence

Board Policy Links – [DG](#)

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Fraud and Financial Impropriety

Board Policy Links – [CAA](#)

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

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

Conflict of Interest

Board Policy Links – [BBFA](#), [CB](#), and [DBD](#)

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

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Board Policy Links – [DBD](#)

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

Associations and Political Activities

Board Policy Links – [DGA](#)

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

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

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Board Policy Links – [DG](#)

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

Safety and Security

Board Policy Links – [CK](#)

The District has developed and promotes a comprehensive program to ensure the safety and security of its employees, students and visitors. The safety and security program includes written guidelines and procedures for

responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 45 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training and authorization
- Follow guidelines and procedures for emergency situations

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

Employees with questions or concerns relating to safety programs and issues may contact Robert Montgomery, Director of Safety & Security at 469-302-4096.

Public Information on Private Devices

Board Policy Links – [DH](#) [GB](#)

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

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

Criminal History Background Checks

Board Policy Links – [DBAA](#)

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

Employee Arrests and Convictions

Board Policy Links – [DH](#)

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea or other adjudication of any felony, 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 on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an educator is arrested or criminally charged, the Superintendent is also required to report the educator's criminal history to the Division of Investigations at the Texas Education Agency.

Possession of Firearms and Weapons

Board Policy Links – [DH](#), [FNCG](#), and [GKA](#)

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other District provided parking area, provided the handgun or firearm or ammunition is properly stored and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons Policy should report it to their supervisors or call 911 immediately.

Visitors in the Workplace

Board Policy Links – [GKC](#)

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Prominent notices shall be posted at each campus requiring all visitors to first report to the campus main office. This shall apply to parents, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal classroom environment. Visitors will be required to display a driver's license, state issued ID, passport, military ID or other form of identification containing a photograph issued by a governmental entity. It must be the physical ID and not a photo of it on a cell phone or photo copy.

Authorized visitors will receive directions or be escorted to their destination. Employees who observe any unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Copyrighted Materials

Board Policy Links – [CY](#)

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.)

Electronic media, including motion pictures and other audiovisual works are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Computer Use and Data Management

Board Policy Links – [CQ](#)

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

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

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

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC] Electronic mail stored on the District server is purged after ninety (90) days. District employees shall ensure that electronic mail required to be maintained under the records management program is archived and accessible from a location off the server.

Employees are required to abide by the provisions of the District's acceptable use policy, communications systems agreement and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management may contact the Technology department at 469-302-4190.

District Issued Technology Equipment

District employees shall satisfactorily submit or account for all grades, reports, school equipment, or other required items upon request.

Subject to applicable federal and state laws and regulations, including Texas Education Code Section 31.104(e), District employees hereby agree that the District may deduct the value, from the employee's final paycheck for the fiscal year in which the loss or damage occurs, of any school property, materials, or equipment that the

employee damaged, lost, or failed to return. Employees are advised to obtain appropriate insurance on an individual basis.

McKinney ISD takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays. In the unlikely event that there is an error in the amount of pay, the employee should bring the discrepancy to the attention of the District as quickly as possible. Subject to applicable federal and state laws, each employee hereby agrees that the District may deduct any wage overpayments from one or more of the employee's paychecks at the sole discretion of the District.

Employee Acceptable Use Policy (AUP)

Board Policy Links – [CQ](#), [DH](#), [DIA](#), [FB](#), [FFH](#), and [AUP](#)

Technology resources, including Internet access, will be used to promote innovation and educational excellence consistent with the Texas Essential Knowledge and Skills and the goals of the McKinney Independent School District ("McKinney ISD" or "District"). McKinney ISD believes that the access to information resources and opportunities for collaboration, when used in a responsible manner, will provide educational benefit for students and employees. The District has deployed a wide-area network that will allow staff and students to communicate with each other and will provide the staff and students with access to a multitude of instructional and administrative resources. This also places ethical responsibilities on all technology users.

Employees are responsible for appropriate behavior on District computer networks just as they are in a District classroom or hallway. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of McKinney ISD activities. Communications on the network are often public in nature. General school rules for employee conduct apply to all System activity [*see* Board Policy DH series and this Technology Resources Employee Acceptable Use Policy ("Employee AUP")]. This policy is intended to clarify those expectations as they apply to computer and network usage and is consistent with Board Policy CQ (Local).

Availability of Access

Access to the District's electronic communication and data management systems, including without limit, its telephone system, computer networks, electronic mail systems, videoconferencing systems, and its Internet and intranet access capabilities (referred throughout as the "System"), shall be made available to employees primarily for educational and administrative purposes.

Access to the System is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the System and shall agree in writing to comply with such regulations and guidelines.

The District reserves the right to use the System for purposes as it sees fit and reserves the right to monitor all activity on the System, including individual user accounts.

Acceptable Use

The District's System will only be used for learning, teaching, and administrative purposes consistent with the District's mission and goals. Commercial use of the District's System is strictly prohibited. The System may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy or guidelines.

System users will immediately notify a campus administrator or Technology Services (informationsecurity@mckinneyisd.net) if a potential security problem is suspected or exists.

The district expects that all users will transmit information only in an appropriate and responsible manner. Any display or transmission of sexually explicit images, messages, or cartoons, or any use of the System that contains vulgarity, swearing, ethnic or racial slurs or epithets, or any material that might be construed as harassing or disparaging of others on the grounds of race, national origin, sex, age, religion, or disability violates the Employee AUP and is strictly prohibited.

System users should be mindful that use of school-related electronic mail addresses might result in some recipients or other readers of that mail to assume the System user represents the District or school, whether or not that was the user's intention.

System users may not attach program files to an e-mail message. "Spamming" and sending and/or forwarding unsolicited e-mails are prohibited. System Users may not use District electronic mail to promote activities or events for individuals or organizations not directly affiliated with, or sanctioned by, McKinney ISD. Commercial use of the District's System, including electronic mail, is prohibited. Users should be sure that all e-mail messages that are being sent are addressed only to the intended recipients. Use of the "Reply to All" feature in email should be used for normal email communications between a small group and NOT for campus wide or district wide emails.

System users may not gain unauthorized access to System and/or District resources or information. Unauthorized access or attempts to access the System are strictly prohibited and will result in appropriate disciplinary action.

Loading of software to the System, including but not limited to District managed hardware, is only allowed from the approved McKinney ISD Self Service Portal. Loading of any other software is considered a violation of the Employee AUP. Only District personnel, from Technology Services, are authorized to load additional software on the District's System.

System users are responsible for following Board policy, including but not limited to CQ Local and CQ Legal, and guidelines established in the Employee AUP at all times when using District owned equipment. The District retains all rights and ownership to all programs, data, materials, and electronic works created by District employees on, or using, the District System. Users of the System shall not send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, software programs, or similar materials except as authorized by the System administrator or designee. [See EFE (local) Instructional Resources: Copyrighted Material].

System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee, unless permitted by the doctrine of fair use.

All District data must be stored on District resources or District controlled services. District resources include, but are not limited to, District computers, District shared drives, "H" drives, and programs such as eSchoolPLUS, Munis, Laserfiche, and the Employee Portal. District controlled services include, but are not limited to, Google Drive, Microsoft Office 365 (OneDrive), and eSped, using a District provided account associated with the employee's District email. District data should never be stored on a personal computer, drive, or service associated with a personal account.

Any attempt to harm or destroy the System, District equipment or data, the data of another user of the District's System, or the data of any of the agencies or other networks that are connected to the Internet, are prohibited. Violating the integrity of the District's System and/or data files or manipulating the District's System and/or data files without proper authorization is prohibited. Attempts to degrade or disrupt system performance are violations of Board Policy, administrative regulations, and the Employee AUP and may constitute unlawful activity under

applicable State and Federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses and “hacking” into the data or system of another user of the District’s System, or any of the agencies or other networks that are connected to the Internet.

Forgery or attempted forgery of electronic mail messages or misrepresentation of the identity of a sender is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other System users, interference with the ability of other System users to send/receive electronic mail, or the use of another person’s user ID and/or password is prohibited.

Information transmitted via the System is considered confidential District information and may not be disclosed to persons other than the intended recipient without prior authorization. Users must closely monitor their System passwords. Users should protect their password(s) to help ensure the security and integrity of the System. To maintain the integrity of the System, users should not disclose their passwords to any other person. No user should attempt to gain access to another user’s electronic mailbox, telephone voicemail box, computer files, or Internet account unless expressly authorized to do so, by an authorized representative of the District. Any user who receives information such as electronic mail messages in error should not read the message and delete immediately.

Data Privacy and Protection

Employees have a responsibility to protect the “personally identifiable information” (PII) and confidential data of any student, guardian, or employee information that they have access to. PII and confidential information includes, but is not limited to, name, social security number, driver’s license or state ID number, medical information, date of birth, economic status, discipline infractions, race or ethnic information, academic or job performance, and home address.

The following requirements must be followed to protect the PII and confidential data entrusted to the district:

1. PII/photos of McKinney ISD students will not be posted on the MISD websites other than as permitted under District Processes/Guidelines and State and Federal law.
2. PII will not be loaded or sent to third party systems/software without district approval.
3. Email is not considered a secure method of transmission. PII other than name, email, and phone number will not be included in the subject or body of an email sent outside of the District. PII or confidential data may be included in an **encrypted** attachment provided the password is not included in the email.
4. PII or confidential data stored on systems or services that allow sharing, including Google Drive and Microsoft OneDrive, must be secured by employees and shared with only those school officials who have a legitimate educational interest in the data. PII or confidential data should never be shared publicly or broadly within an entire school or the entire District.

To the extent employees’ access student records and/or information through the System, employees must only access those records to which they are entitled to access as a school official with a legitimate educational interest in the records. In accordance with McKinney ISD Board of Trustees’ Policies FL (LEGAL) and FL (LOCAL), “school officials” include:

1. An employee, trustee, or agent of the District, including an attorney, a consultant, contractor, a volunteer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.

4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a “legitimate educational interest” in a student’s record when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official’s professional responsibility; or
5. Investigating or evaluating programs.

Employees violate this policy if they access information in which they do not have a legitimate educational interest, as defined above (e.g. accessing information of student’s not in the employee’s class, not on the employee’s campus, etc.).

Monitored Use

For security and network maintenance purposes, authorized individuals within McKinney ISD may monitor equipment, systems, and network traffic at any time. Electronic mail transmissions and other use of the System by employees are not private and may be monitored, reviewed, audited, intercepted, accessed, or disclosed at any time by designated District staff to ensure appropriate use.

The System’s software and hardware that provides the District email capabilities has been publicly funded. For that reason, use of the System should not be considered a private form of communication. The content of any communication of this type is governed by the Open Records Act and the District is required to abide and cooperate with any legal request for access to email contents by the proper authorities.

One level of security McKinney ISD has implemented is the installation of the Internet Filtering Service. Employees that have an instructional need to access web sites that may be blocked should submit a ticket through the district help desk. In addition, all employees will receive classroom instruction regarding appropriate technology uses and acceptable Internet behavior, including a review of the Employee AUP. It is the user’s responsibility to appropriately use technology resources. Should a user be found in violation of this policy, the incident will be regarded as a violation of school rules and Board Policy, resulting in disciplinary measures.

Records Retention

In accordance with the District’s record management program, employees shall retain electronic records, whether created or maintained using the District’s technology resources or using personal technology resources. Please be aware that electronic mail stored in user created folders on the District server will remain for five (5) years (email remaining in the user’s inbox will be deleted after 90 days). Employees shall keep all work-related electronic mail on the server and not archived elsewhere to a location off the server.

The District shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to procedures developed by the records management officer:

1. In the event of pending or reasonably anticipated litigation;
2. In the event of an investigation by a federal agency or department or any bankruptcy case; or
3. In the event of a public information request.

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction

practices. [See Board Policy CQ (local) and CPC (local)]

All District employees are required to abide by the Code of Ethics and Standard Practices for Texas Educators (“Code of Ethics”), State and Federal law, District Policy, this Employee AUP, and ethical standards when communicating with students and other employees, regardless of whether such communication takes place on campus, during instructional time, through use of the System, or not. District employees shall recognize these laws and regulations apply to any and all communication with students and other employees, including, but not limited to, use of email, social networking sites, cell phones, and text messaging.

Electronic Communication

System users will ethically use electronic communication including telephone, cellular telephone, computer, computer network, personal data assistant or a pager. Communication includes emails, text messages, instant messages and any communication used through Internet websites including social media websites or social networking websites. All confidential data contained within an email message or attachment must be secured.

Ethical Use

Additionally, the Code of Ethics, Standard 3.6 provides, “the educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.” [See Board Policy DH (exhibit)]. Educators shall maintain the proper decorum in any and all communication with students, regardless of whether such communication occurs during or outside of the instructional day.

In accordance with McKinney ISD’s expectations, District employees are prohibited from posting any information, pictures or otherwise, on the Internet that results in a violation of the Code of Ethics, State and Federal law, and District Policy, including the District’s Standards of Conduct for all employees. District employees are also prohibited from using the District’s System to access sites in violation of this Employee AUP, as detailed above (see section titled “Acceptable Use”). Please be aware that the District will hold employees responsible for any and all information deemed objectionable by the Code of Ethics, State and Federal law, District Policy, or this Employee AUP on an Internet site that is within the control of an employee, including, but not limited to, comments sent from third parties to the employee’s site. District employees are required to abide by the Code of Ethics as defined in Board Policy DH (exhibit), when accessing all Internet sites, including blogging sites, micro-blogs, chat and messaging services, and social networking sites. Social networking sites include, but are not limited to Facebook, Twitter, Flickr, and dating or match making websites. District employees, who use social networking sites as a means of communication with students outside of their capacity as an educator or District employee, shall ensure that all communications with students or other employees are consistent with the District’s Standards of Conduct, the Code of Ethics, State and Federal law, District Policy, and this Employee AUP.

The District recognizes and respects an employee’s right to freedom of speech. [See Board Policy DG (legal)]. However, when the right impinges on, and/or compromises, an employee’s ability to effectively perform his/her work, the District must take appropriate action. Specifically, the District will investigate and, when necessary, evaluate disciplinary action when information posted by an employee on an Internet site results in conduct including, but not limited to: conduct that compromises the dignity of the profession; conduct that does not respect and obey the law; conduct that does not demonstrate integrity; conduct that does not exemplify honesty; conduct that constitutes moral turpitude; or any other conduct in violation of Board Policies. [See Board Policies DH series].

Accessing and/or modifying such sites utilizing the System may also result in a violation of the Employee AUP.

Violation/Sanctions

Non-compliance with the Employee AUP and/or District Policy may result in suspension of access, termination of privileges, and/or other disciplinary action consistent with Board Policies and State or Federal law. [See the Employee Handbook and Board Policies DH series]. Violations of law may result in criminal prosecution as well as disciplinary action by the District. Persons whose violations of the Employee AUP result in system disruption or damage may be responsible for reimbursement of costs incurred in system restoration.

Disclaimer of Liability

The District shall not be liable for an employee's inappropriate use of electronic communications resources or violations of copyright restrictions or other laws, an employee's mistakes or negligence, and for any costs incurred by employees through the use of the System. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. No warranties of any kind are offered either expressed or implied.

Asbestos Management Plan

Board Policy Links – [CKA](#)

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the District's management plan is kept in the office of each campus and at the school administration building. The plans are available for inspection during normal business hours. For questions and additional information contact Luke Prater, Project Manager, at 469-302-4097.

Pest Control Treatment

Board Policy Links – [CLB](#) and [DI](#)

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

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located on all entrances/exits to the facilities. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing

The District may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's website, notify parents by phone via School Messenger. Emergency school closing notices will also be published through district social media platforms (Facebook, Twitter, etc.). Notifications will also be sent to the following radio and television stations:

- KLUV at 98.7 FM

- KRLD at 1080 AM / KRLD.com KLIF at 570 AM
- KSCS at 96.3 FM KVIL 2 103.7 FM KYNG at 105.3 FM WBAP at 820 AM
- KLAK at 97.5 FM
- KDFW Channel 4
- KXAS Channel 5
- WFAA Channel 8
- KTVT Channel 11
- KDAF Channel 33
- MISD Channel 98

Emergencies

Board Policy Links – [CKC](#) and [CKD](#)

All employees should be familiar with the safety procedures for responding to a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with evacuation, secure (lockout), lockdown, shelter in place for hazardous materials, shelter in place for severe weather and hold medical emergency procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Board Policy Links – [CH](#)

Request for purchases must be made through the campus/department secretaries. Campus/department secretaries will input the requisition into the MUNIS system. The Principal/Administrator will then approve the requisition before forwarding it to the purchasing department. Approved purchase orders will be either mailed or faxed daily at the Principal/Administrators' request. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact purchasing@mckinneyisd.net for additional information on purchasing procedures.

Budgets

Board Policy Links – [CE](#)

In December/January of each school year, it is the responsibility of the principal or Central Office department head to submit budget needs for the coming school year.

The budget process takes into account requests for immediate needs for the coming school year. The larger portion of each budget should be spent by mid-year in order for students to get the benefit during the current school year. The Superintendent reserves the right to freeze budgets during the school year when he/she deems necessary.

Activity Fund

Board Policy Links – [CFD](#)

Activity funds are funds generated and accumulated by the campus/department that are held in trust and used to promote the general welfare of the school/department and educational development, and morale of the students.

The funds may be raised locally at the school and/or donated. They may also be generated by fundraising by specific student groups. Expenditures of student activity funds follow the same procedures as budgeted funds. These funds are audited annually by the District's contracted Certified Public Accounting firm. For more information see the Accounting and Purchasing Procedures Manual.

Deposit of Funds for All Organizations

1. A receipt must be issued in triplicate for all monies received by District personnel. The following information must be furnished on all receipts:
 - Name of the school/campus number
 - Name of the individual or organization paying the school the money
 - Date money was received
 - Amount of money
 - Explanation of receipt of money (specific club or activity involved)
 - Agency account code number to be affected by the deposit

2. A deposit slip with three copies must be issued for all monies to be deposited in the District's bank account. These deposit slips are furnished by the Business Services Group.
 - Deposits of funds must be made on regular basis, at least twice a week, and safeguarded while on campus.
 - The original deposit slip and the yellow copy of the deposit slips are attached to the deposit and bags are picked up by the District courier. The pink copy is retained by the school for its record.
 - The following information must be furnished on the deposit slips:
 - a. Date and amount of each deposit
 - b. A listing of each check in the deposit showing last name and amount
 - c. Proper stamp showing code number and fund identification should be stamped on
 - d. the deposit and check (endorsement)
 - e. Amounts of deposits must be in agreement with receipts for the same period of time (attach adding machine tape)
 - f. Checks properly endorsed with campus name
 - g. Amounts of deposits must be in agreement with receipts for the same period of time (attach adding machine tape)

Check Writing Procedures

The District check writing policy is as follows:

Vendor checks are issued throughout the month. Checks for Direct Pay Requests are issued weekly. All invoices must be sent directly to the Business Office for processing of payment. As merchandise is received, items should be received promptly on the MUNIS system. Please direct all inquiries regarding the status of checks to the campus secretary or department office manager. Questions from vendors regarding payments should be directed to the District Accounting Office.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Payroll department, Human Resources department, and/or modify portions of the following information in the Employee Self-Service system if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary by presenting legal documentation to both departments of the change.

Documentation must include a name change document, updated driver's license and an updated Social Security Card. Home address, telephone and cell phone contact numbers, and emergency contact information may be changed by accessing [Employee Self Service](#). Employees assume responsibility for any failure to maintain current information on file as directed that may result in misdirected notifications and/or other information from the District.

Personnel Records

Board Policy Links – [DBA](#) and [GBA](#)

Most District records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Personal email address
- Information that reveals whether they have family members
- Emergency contact information

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under by law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Board Policy Links – [DGA](#) and [GKD](#)

Employees who wish to use District facilities after school hours must follow established procedures. The Support Services department is responsible for scheduling the use of facilities after school hours. Fees charged and requirements for after-hours use are determined by the Board. The [Facilities Use Guidelines](#) can be found on the McKinney ISD Facilities and Support Services web page. Contact Lisa Sizemore in the Support Services department at 469-302-4098 to request the use school facilities and to obtain information on the fees charged.

Adult Meals Provided by MISD School Nutrition

The *Administrator's Reference Manual* by the Texas Department of Agriculture states that "District's must ensure, to the extent practicable, that the federal reimbursements, children's payments and other non-designated nonprofit Child Nutrition revenues do not subsidize program meals served to adults."

In order for McKinney ISD to ensure this policy, no foods and/or beverages provided by McKinney ISD School Nutrition to adults may be "charged" or "borrowed" at the time of purchase. Money is due at the time of purchase for such items.

Public Relations / Information

Because the media prefers dealing with a limited number of contact people from the District, the Communications department requires District staff members to go through the appropriate channels when seeking publicity. To seek publicity or if employees are contacted by the media, they should contact the public relations representative

on their campuses or the Communication Office at 469-302-4095. To seek recognition of students or staff members at a District Board meeting, employees should contact the Superintendent's office.

Flyers

Board Policy Links – [GKB](#) and [GKD](#)

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school-support group on any school premises in the District without permission in accordance with Board Policy.

Salespersons / Vendors

Board Policy Links – [GKB](#) and [GKD](#)

Solicitors, vendors or salespersons shall comply with Board Policy with regard to advertising (including advertising individual companies), promoting, selling, or collecting funds to and/or from students or employees

Termination of Employment

Resignations

Board Policy Links – [DFE](#)

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees, which includes Dr. Chad Teague, Chief Human Resources Officer. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action Human Resources.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract Employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to Human Resources, at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees

Board Policy Links – [DF](#), [DFAA](#), [DFAB](#), [DFBA](#), [DFBB](#), [DFD](#), [DFE](#), and [DFFA](#)

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

The principal is required to notify the superintendent of an educator’s termination within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee’s certification is revoked for misconduct. Information on the time lines and procedures can be found in District Policy [DF series that are available online](#).

Dismissal of Noncontract Employees

Board Policy Links – [DCD](#), [DP](#)

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information or any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this Handbook when pursuing the grievance. (See *Complaints and Grievances*).

The principal is required to notify the superintendent of a noncertified employee’s resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee’s resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Board Policy Links – [DF](#)

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person’s employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Surveys, Interviews, and Procedures

Board Policy Links – [DC](#) and [CY](#)

Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on his or her employment experience. In

addition to completing the survey, an exit interview may be conducted by calling the Human Resources department at 469-302-4193.

All District keys, building access identification, books, property including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Board Policy Links – [DE](#), [DHB](#), [DHC](#)

Certified Employees. The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor Policy DHB requires superintendents and directors to report specific employee misconducts to SBEC.

Uncertified Employees. Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Board Policy Links – [FB](#) and [FFH](#)

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the District's Title IX Coordinator:

Name: Dr. Chad Teague
Position: Chief Human Resources Officer
Address: #1 Duvall Street, McKinney, TX 75069
Telephone: 469-302-4194

Questions or concerns about discrimination of students on the basis of a disability should be directed to the District's ADA/Section 504 Coordinator:

Name: Adrienne Morris Broyles
Position: Executive Director of Special Populations
Address: #1 Duvall Street, McKinney, TX 75069
Telephone: 469-302-6306

Questions or concerns about discrimination based on any other reasons listed above should be directed to the District's Chief Human Resources Officer.

Implementation of Special Education and 504 Accommodations

Board Policy Links – [EHB](#), [EHBA](#), [EHBAA](#), [EHBAB](#), [EHBAC](#), [EHBAD](#), [EHBAAE](#), and [EHBAAF](#)

Special education students and students with 504 accommodation plans will routinely have accommodations and/or behavior intervention plans that are to be implemented within the general education environment. These accommodations have been developed by the student's admission, review and dismissal (ARD) committee or 504-committee and must be implemented as written in accordance with state and federal laws and regulations. Any teacher or professional staff member who has concerns about the appropriateness of an accommodation, or how to implement an accommodation should promptly contact their campus administrator or the campus special education lead teacher. Finally, student accommodations should be treated as confidential student information and securely stored. Individual student accommodations cannot be stored in a central location such as in notebooks or on a campus shared drive. Failure to comply with these requirements may result in disciplinary action including termination.

Child Find Obligations for Struggling Learners

Teachers who are concerned about academic or behavioral progress of a student should refer the student to the campus Multi-tiered System of Supports (MTSS) Team. With the input of the classroom teacher, the campus MTSS Team will develop interventions to provide academic or behavioral assistance to the student. Based on the

individual student’s response to the interventions, an additional intervention may be put in place or withdrawn. Appropriate implementation of the MTSS plan developed by the campus is essential to any future referrals to special education services, dyslexia services or 504 accommodations.

Student Records

Board Policy Links – [FL](#)

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student’s records:

- Parents who are married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student’s records before this time.
- School officials with legitimate educational interests

The Student Handbook provides parents and students with detailed information on student records. Parents or students who want to [review](#) student records should be directed to the campus principal for assistance.

FERPA

Board Policy Links – [FL](#)

Every employee should have a basic understanding of the Family Educational Rights and Privacy Act (FERPA). In addition, campuses will be responsible for maintaining a comprehensive list or database of students (FERPA database) and parental consent forms regarding the release of student information (FERPA form) for every child. Prior to any public release or display of personal information, such as a child's photo or name, the FERPA database should be reviewed by the staff member, teacher, or administrator to verify parental consent. Please review the following portion of the FERPA form for additional guidance.

"Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want McKinney ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by the end of the first 10 days of instruction. McKinney ISD has designated the following information as directory information: student’s name, date and place of birth, photograph, honors and awards received participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status, grade level and most recent educational institution attended. Directory information may not include SS# or student ID#. In addition, the McKinney ISD Board has determined the following information is not considered directory information: address, e-mail address and telephone number."

If a parent does not return the FERPA form they are waiving their right to protect the directory information and that information could be released to third parties. At no time should a student's SS#, ID#, address, email address, or telephone number be released to any third party by a McKinney ISD employee. In some cases, PTA/PTO groups or other organizations create student directories. However, they are not “school officials” under FERPA and, therefore, do not have a special right of access. These groups are responsible for seeking written parental consent from each parent.

It is important to note, parents can even choose **NOT** to allow the release of directory information for limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media, District/campus website, District/campus video, District/campus publications, etc.) For this reason, it is imperative that all staff review the FERPA database for their school prior to release of any information. The FERPA databases are maintained in the office of each campus. For additional information please contact the McKinney ISD Communications Office at 469-742-4095.

Parent and Student Complaints

Board Policy Links – [FNG](#)

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

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal’s response.

Concerns or complaints are resolved best on the level at which they occur. By following these steps, situations can usually be resolved in a quick and fair manner.

1. Contact the Staff Member

The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, a coach, a bus driver, etc. More than 95 percent of concerns are resolved by a communication with those involved.

2. Contact the Principal

The principal is in charge of each campus and is responsible for the school’s operation. Explanations of Policies and procedures, various clarifications and all types of campus information are available in the principal’s office.

3. Contact the Appropriate Central Office Administrator

This may be a director, assistant Superintendent or the Superintendent. This step should be taken only when steps one and two have not resolved the concern.

4. Contact the School Board

This is done by requesting a hearing through the Superintendent’s office. The McKinney ISD Board serves as an appeal body in resolving disputes. A school Board member must disqualify himself/herself at the time of the hearing, if he/she has been involved before the time of a hearing.

Administering Medication to Students

Board Policy Links – [FFAC](#) and [FFAF](#)

McKinney ISD has a no tolerance policy for students in possession of medication of any kind, **including herbal supplements, over-the-counter medications, cough drops/lozenges and vitamins.** Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen), and medication for diabetes management, if the medication is self-administered in accordance with District Policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the

principal or school nurse for information on procedures that must be followed when administering medication to students. Employees must keep their personal medications out of reach of students and/or not to give to students.

Communicable Diseases / Body Fluids / Bloodborne Pathogens

Board Policy Links – [DBB](#) and [FFAD](#)

A student demonstrating symptoms of a communicable condition or disease, as identified in Board Policy, and upon the confirmation by a school nurse, may be excluded from school attendance until the student satisfies the conditions to be readmitted, including, but not limited to, submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting. A physician's letter to re-admit a student to school, will not supersede the Department of State Health Services (DSHS).

If a teacher suspects that his or her student has a communicable condition or disease, the teacher should contact the school nurse to determine whether other students who have been exposed to the disease should be alerted according to the Department of State Health Services guidelines. Unless otherwise advised by the Department of State Health Services or Collin County Health Department, parental notification of reportable contagious/communicable diseases/conditions will occur when there have been 3 or more documented cases in a single classroom within the given incubation period. Students should be symptom free for 24 hours before returning to school without the use of medications. The nurse, not the teacher, will notify appropriate individuals. Confidentiality is of the utmost importance.

All school personnel are to undergo a training program in universal precautions yearly. In an incident involving any type of body excretion or open wound, the person tending to the student should use universal precautions with disposable latex free gloves and follow the District Bloodborne Pathogen Exposure Control Policy. These protections are expected for use with both students and staff.

Student Illness

Board Policy Links – [CKB](#) and [FFAC](#)

All students who are ill or have minor injuries should be sent to the clinic. Severely injured students should not be removed until necessary first aid has been administered and it is safe to do so. The nurse's office and principal should be notified immediately.

All students must have a pass to come to the office to see the nurse. The student must present the pass unless an emergent situation exists.

If necessary for a student to leave school because of an illness or injury, the parent or person designated by the parent must be notified by an adult school employee from the nurse or principal's office. The student is to be signed-out of school following the campus sign-out procedures under the supervision of an adult employee. Appropriate documentation of the event, as required by Health Services, must be maintained regarding the event.

If a note is received regarding exclusion from PE, the student will also be excluded from any other school related physical activities.

Student Accidents / Emergency

Board Policy Links – [CKB](#) and [FFAC](#)

The authorization to secure emergency medical treatment of minor students shall be signed by the parent or guardian yearly during registration.

Emergency care information on all students having class on a campus is to be kept on file in the nurse's office. Parents have the right and responsibility to make decisions for the care of their children. A student should not be taken to a doctor or hospital for treatment before a parent is notified, unless school officials determine an emergent situation exists, in that event, an ambulance should be called to transfer the student to the appropriate hospital and then notify parents. The principal and school nurse must be notified of the situation so that incident/accident procedures are followed, including parent notification. A copy of the student emergency information should accompany the student to the hospital.

Students with Food Allergies

Board Policy Links – [FFA](#) and [FFAF](#)

The District has developed and annually reviews a food allergy management plan which addresses employee training and specific strategies for dealing with students diagnosed with severe food allergies. When the District receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. Should a parent notify a teacher of a food allergy, the teacher must immediately notify the campus nurse. The District's allergy management plan can be accessed at www.mckinneyisd.net under Health Services and Wellness information.

Wellness

Board Policy Links – [FFA](#) and [FFAF](#)

The District shall follow nutrition and physical activity guidelines that advance student health and reduce childhood obesity and shall promote the general wellness of all students and the prevention of tobacco, steroid, drug, and alcohol use through nutrition education, physical activity, and other school-based activities. The District has developed and annually reviews a wellness policy that adheres to the Texas Public School Nutrition policy and USDA food guidelines. The District's focus includes food allergies, diversity of diets, obesity and its related health conditions, and the overall safety of our students. Therefore, we no longer celebrate birthdays with parties in the cafeteria or classroom with any food items. The District's focus is on the children's health and wellness as healthy, stronger bodies which equal stronger minds. Also, if snacks are sent to school, parents are encouraged to only send healthy snacks that fuel the brain for learning. The food options for designated parties per year will be determined by the campus administrator working with the campus coordinated health team and PTA/PTO representatives. All of the party options allow only pre-packaged food items, with a nutritional label, and a healthy option be offered as well. The options allow for a special day, yet continue to increase awareness in our children and parents, and eliminate a potential life-threatening danger from food allergies. No fundraisers involving food will take place during the federally defined school day (Midnight until 30 minutes after the campus school day ends).

Dietary Supplements

Board Policy Links – [DH](#) and [FFAC](#)

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

Psychotropic Drugs

Board Policy Links – [FFAC](#)

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

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

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

Safe and Drug Free Schools

Board Policy Links – [FNCF](#)

The District has committed to implement substance abuse prevention, violence prevention, character education (K-12) through the Guidance, Health, Physical Education, Science curriculums and Coordinated Health. A list of approved programs and curriculum can be found on the District School Health Advisory Council web page.

For additional information employees may contact Julie Blankenship, Director of Health Services, at jblankenship@mckinneyisd.net.

Student Conduct and Discipline

Board Policy Links – [FN series](#), [FFO](#), and [FO](#)

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

All employees of the school shall share responsibility for supervising the behavior of students and for seeing they meet the standards of conduct which may have been or may hereafter be established by the Board. In each instance in which an employee acts to help a student conduct himself/herself properly, emphasis shall be placed upon the growth of the student in his/her ability to discipline himself/herself.

Student Attendance

Board Policy Links – [FEB](#)

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

Bullying

Board Policy Links – [FFI](#)

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal or designee.

Reports of bullying shall 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. The District's policy includes definitions and procedures for reporting and investigating bullying of students and may be located at: <https://pol.tasb.org/Policy/Section/310>.

Questions about bullying may be directed to Michael Winters, Sr. Director of Administrative Services, at 469-302-4049.

Hazing

Board Policy Links – [FNCC](#)

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