LINDALE ISD HUMAN RESOURCES MANUAL

OVERVIEW - HR PROCEDURES MANUAL

The Office of Human Resource Services of Lindale Independent School District is charged with managing the employment of our faculty and staff of the District. These procedures have been developed to help implement district employment policies and ensure compliance with state and federal law regarding all personnel matters.

The purpose of this manual is to provide district campuses and departments with guidelines for properly conducting human resource procedures related to personnel, including but not limited to interviewing, hiring, separation from employment, substitute teaching, and managing long-term employee leave. Campus and department administrators and directors, secretaries, and other office staff are encouraged to become well acquainted with this manual and to use it as the official guide to proper HR processing. For consistency, the procedures in this manual refer to the Deputy Superintendent/ Office of Human Resource Services as HR or Human Resources. Questions regarding these procedures should be directed to HR.

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HIRING PROCEDURES

The procedures in this section are for full- or part-time **Regular Employees,** and **Seasonal/Non-Permanent Employees**. For information on hiring Temporary Employees, please refer to that section of this manual.

There are four phases of the hiring process that must occur before a new employee begins work:

1. Posting the Vacant Position
2. Applicant Search/Interviews
3. Recommendation for Hire
4. HR Processing (steps within HR vary depending on position being filled and type of employment – at-will, contract, etc.)

Please submit any forms and communication necessary as indicated in the hiring steps below to the appropriate HR Team member:

Posting the Vacant Position

Submit Documentation of Vacancy for Posting

The hiring process really begins when a vacancy occurs that needs to be filled. Vacancies may occur in one of three ways:

1. **Separation from Service** (employee leaves current position via resignation or termination)

   If any employee leaves the District, please submit an **Employee Separation from Service** form to HR. This form will automatically prompt HR to post for the position being vacated. If the position is not to be posted immediately for any reason, please indicate that on the recommendation form or in an e-mail to the appropriate staff member and provide the later date of preference for the position to be posted.

2. **Growth Position** (additional campus/department position that has not previously existed)

   If a campus or department is in need of a new position, please submit a **New Position Request** form to HR, completing all parts of the "Position Request Information" section at the top of the form. The request will be evaluated and submitted for approval to Executive Cabinet through the HR Director (If the position has been pre-approved, simply submit the New Position Request along with the appropriate Employee Recommendation form for the person you hire to fill the position.)

   For additional details regarding the addition of campus or department staff, please see the Growth Position Requests section of this manual.

   Please note: The **New Position Request** form is also the appropriate form to submit to request modification of an existing position (part-time to full-time, aide to teacher, etc.)

3. **Transfer** (to a different position or campus)

   If an employee is transferring within the district but away from the campus/department or to a different position or teaching assignment within the same campus/department (i.e., 4^{th} grade teacher to 5^{th}

grade teacher), please submit an **Employee Transfer Recommendation** form (see procedures for this process in the Transfers section of this manual).

Timeline for Posting – 10-Day Posting Rule

The Texas Education Code (Chapter 11) requires the district to publicly post vacancies for positions requiring a TEA certificate for at least 10 school days before a position can be filled. This requirement applies to administrator, teacher, and instructional aide positions. Because there are no "school days" in the summer, LISD counts "business days" to comply with the law.

If a teaching position is vacant during the school year, this posting rule may be waived. All other SBEC-certified positions require observance of the 10-day posting rule, even if the vacancy occurs mid-year.

As a general rule, the district observes the 10-day rule for all other vacancies, to provide equal-employment opportunities to all interested applicants.

Transfer versus Posting an Open Position

There are times when a vacancy occurs and administrators would prefer to work a transfer to fill the opening. This is allowable unless it would be a change in professional capacity. For example, a campus may wish to fill a 4th grade resignation with an existing 2nd grade teacher. Another example includes transferring a child nutrition employee at CSE to an opening at VPE.

This transfer is allowable at the discretion of the administrator and the only posting necessary would be the final resulting vacancy.

However, when there is a change in professional capacity, such as a teacher to a counselor or a child nutrition specialist to a child nutrition manager, the position must be posted to provide an equal opportunity for internal applicants who are qualified to be considered for hire.

Candidate Search and Conducting Interviews

Finding Qualified Applicants

All applicants for regular employment in the district must complete an online application from the district website. Before a candidate can be considered or recommended for hire, he or she must have completed and submitted an application through this system.

LISD campuses - and department-based hiring, and campus principals and department directors exercise considerable control over the front end of the process, from how they form a hiring committee, to interview format and scheduling, to the candidate ultimately recommended for hire.

This process assumes a working knowledge of certifications that qualify an individual to teach the position at hand. Training on TEA certification requirements is available through HR upon request.

The following steps are in place to minimize the amount of time between a campus/department's recommendation to hire and an employee's start date.

- Campus administrators filter applicants and find the most qualified people to interview.
- Send HR an e-mail with a list of the candidates for interview. HR will conduct a statewide name-based search to filter out ineligible applicants and send a reply e-mail listing the candidates cleared for interview. **This step greatly reduces the likelihood of unnecessarily interviewing a candidate who would later have been disqualified due to background check results.**
- HR's goal is to reply to within one business day of this e-mail.

Conducting Interviews

Use campus/department guidelines for creating interview committees, scheduling, and conducting interviews.

If a campus or department needs training, written interview guidelines, sample interview questions, prohibited interview questions, or other similar resources in appropriate interview conduct by an employer, please contact the HR Department for assistance.

Checking References

Prior to making a recommendation to hire, contact at least three references by telephone (personal observation in a professional work setting may take the place of one reference call, but the other two reference calls must be completed).

- The campus administrator in charge of the hiring will check references. Additional references may be check by the Deputy Superintendent and Superintendent.

Consideration and Recommendation of Alternatively Qualified Applicants

For positions that qualify as hard-to-fill, high demand dual credit, or career and technical/STEM (applied Science, Technology, Engineering, and Arts & Mathematics), alternative qualifications may be considered.

In the event one of these position types does not yield an acceptable and qualified applicant pool of certified candidates, alternative hiring methods can be considered, which may include use of: Districts of Innovation, issue of local district teaching permits, or hiring individuals enrolled in an alternative certification program.

Several additional steps are required in the hiring process for these alternative qualification applicants and each case is typically unique. While LISD may make initial hires under these alternative qualification routes, at a miniumum, the recommendation will only be considered when:

- the position is hard-to-fill, high demand dual credit, foreign language, or career and technical/STEM positions;
- the existing applicant pool was well-vetted and did not yield suitable, qualified applicants; and
- the individual is otherwise qualified through previous work experience, acceptable college-credit hours in the given assignment area, or other suitable qualification substitute.

The individual hired must be willing to pursue standard certification or teaching permit via contract addendum regardless of initial method of hire, and the administrator recommending hire must be willing to support, oversee, and enforce pursuit of certification or teaching permit requirements.

New Hire Processing

Making a Recommendation to Hire

Once the 10-day posting period has passed (unless waived under the mid-school-year exception for teaching staff), and the hiring committee or administrator is ready to recommend a candidate for hire, submit the appropriate employee recommendation form to HR complete with the campus principal's or department director's signature:

- **New Regular Employee Recommendation**;
- **Employee Transfer Recommendation** (see procedures for this process in the Transfer section of this manual); or

If you would like to call the applicant you intend to recommend for hire at this stage, please do not promise him or her the job at that time. HR, upon the Superintendent's approval, will make the formal offer of hire. Feel free to call and let the applicant know you are recommending him or her for hire and that HR will soon contact him/her to complete a background and qualifications check and begin new-employee processing.

All principals have access to the Compensation Plan, which is publicly posted. Please begin initial discussions with your final candidate regarding the range to expect for placement on the appropriate pay scale. Placement upon hire ranges from minimum pay to midpoint of that position (not maximum), and depends on years of experience in the same or similar position. Official service records will be required before final salary is determined.

HR Step Summary (After Recommendation, Before Start Date)

Once HR receives a recommendation to hire form from a campus or department, HR completes the following steps before an employee can officially start work:

- Checks certification through TEA to ensure that the candidate is appropriately certified for the position (applies to administrators, teachers, and instructional aides);
- ESSA Federally funded candidates' credentials are verified to ensure the candidate meets Highly Qualified requirements.
- Completes the process for issuing a fingerprinting FAST Pass to conduct the required national criminal history background check (only if the employee was not fingerprinted previously through TEA);
- Uses the DPS FACT database to conduct the required national background check;
- Provides the candidate with all necessary new-hire paperwork for the position in one of two ways:
    - Meets with the recommended employee in person to explain and assist in completion of paperwork (non-exempt employees who are not instructional aides); *or*
    - Sends a new employee e-mail to the recommended employee with all new-hire paperwork attached or linked via Google Drive (administrators, teachers, and instructional aides);
- Prepares appropriate contract if applicable for Superintendent's signature (i.e., administrators and teachers);
- Receives completed contract and paperwork from new employee;
- Enters the new employee's HR information in Skyward;
- Checks to be sure the new employee knows where to report on his or her start date;
- Creates and issues an employee badge (see section below for full details on badge procedures); and
- Hourly employees also visit Payroll at this time to get set up and trained in TimeClock.

Employee Badges

After a new employee's fingerprint-based background check has cleared, he/she comes to HR to have a badge picture made, turn in paperwork, and present required Form I-9 identification documentation for HR to copy. The HR Administrative Assistant takes the badge picture and issues the badge.

Employees who are hired to start work at the beginning of a new school year will get their badges during the week of New Teacher Orientation (or the week that they start work, for non-teaching employees).

Important: ID badges are to be collected just as other district-issued property upon separation from employment.

Employee Orientation

New Teacher Orientation (NTO) - Teachers hired prior to the start of a new school year attend a New Teacher Orientation in the week before all other 10-month employees return to campuses. NTO is organized by the Curriculum Department in coordination with campus principals, and includes information about district-wide (as well as campus-specific) rules and procedures. HR conducts a benefits presentation in the schedule of events prior to each school year.

New Employee Orientation (NEO) – Formal New Employee Orientation is not currently in place at LISD. Campuses and departments are expected to appropriately train and mentor new employees regarding their specific positions and job expectations.

BENEFITS

Benefits Overview

Quick-Reference Benefits Information

The best source for information about benefits is the Employee Benefits/Human Resources page on the district website. From there, employees can link to the FBS Benefits Portal, seasonal Open Enrollment information, rates, and plan summaries. The Employee Handbook also has a brief summary of benefits information.

In general, employees should be referred to HR when they have specific benefits questions beyond what can be answered by the district and benefit provider websites. The following basic benefits information is referenced for campus and department convenience.

Eligibility

The district offers a variety of employee benefits, including medical, dental, vision, life, disability, and other kinds of coverage to district employees, with eligibility based on employee type and regularly scheduled work hours (see table below).

Regular Hours Worked	Status of Benefits Eligibility
Fewer than 10	Not eligible for any benefits
10 to 19	Eligible to enroll in medical coverage only and at full cost of monthly premiums
20 or more	Eligible for medical and supplemental benefits; District pays $270.00/month ($3,240 a year) contribution towards medical premiums for employees enrolled in LISD group medical coverage plans.

Substitute employees (teachers, aides, nurses, drivers, custodians, child nutrition specialists, clerical, etc.) are eligible to enroll in medical coverage only at full cost of monthly premiums, provided they are regularly expected to work at least 10 hours per week.

Temporary employees are not eligible for benefits.

Enrollment

New Employee Enrollment

The enrollment process is triggered when HR receives a New Employee Recommendation form from a campus or department. After a campus or department submits the new employee paperwork, the next steps shift to HR staff for processing the recommendation.

New **teachers** who start employment at the beginning of the school year attend a benefits presentation and enrollment session during New Teacher Orientation or other scheduled meeting time.

All other new employees, as well as new teachers who start work during the school year, are contacted by our local representative from Gentry Financial Services (GFS) to enroll. New employees have 30 days from their date of employment to sign up for benefits or make changes after they initially enroll.

Annual Open Enrollment

All eligible employees have the opportunity to add, drop, or change their elected benefits once a year during Open Enrollment, which usually takes place during July and August. Campuses work with HR to schedule locations for campus benefits information and enrollment sessions conducted by HR and GFS. Enrollment can be completed online, over the telephone, or at one of the available in-person sessions.

HR communicates open enrollment information to employees via e-mail, and requests the assistance of campus and department staff in communicating enrollment information, schedules, and deadlines to employees through staff meetings and requested announcements.

Enrollment Changes During the Plan Year: Qualifying Events

Because some employee benefit premiums are deducted from paychecks before taxes are taken out, IRS regulations govern when employees can make changes in their benefits elections. Other than as a new employee or during Open Enrollment, an employee can only make benefit changes to medical, dental, vision, and most supplemental benefits within 30 days after a Qualifying Event. **Qualifying Events** most commonly include: birth, adoption, death, marriage, divorce, or gaining or losing other employer-based coverage.

Employees can remove disability or life, at any time, as these deductions are taken after taxes are figured.

Employees on the high deductible medical plan who are contributing to a Health Savings Account (HSA) can adjust their employee contributions at any time as needed throughout the plan year.

Please refer employees who have questions about making benefits changes during the year to HR.

EMPLOYEE INFORMATION CHANGES

Employee Access – HR Information

A variety of employee information is maintained in TeXIS/Skyward Employee Access, including name, home address and mailing address, contact telephone numbers, marital status, and emergency contacts. Changes occur in this information from time to time, and it is important for employees to be sure that their information on file with the district is kept up to date so that benefits information, annual tax documents, and other important communications are sent to the correct address. In addition, weather-related automatic calls from the district are generated from Employee Access, so out-of-date information will result in employees not receiving these important calls.

Address and Telephone Number Changes

To make address and contact telephone number changes, please contact the administration office.

Emergency Contact Changes

Employees should e-mail HR if they have a change in their designated emergency contact or that person's information, and HR will enter updates to the system.

Name Changes

Employee's names may change due to marriage, divorce, or court order. To request a name change, please contact the administration building. Employees must change their name with Social Security and bring their new Social Security card to HR so that a copy can be made before the name can be changed in TeXIS. (IRS and TRS reporting requirements make it necessary for the name in the payroll system to match the name on file with Social Security.)

Employee Access – Payroll Information

If employees need to change any information on their W-4, such as the number of exemptions claimed or IRS filing status, they need to complete a new W-4 and submit it to Payroll. A link to the W-4 form can be found in the Forms section of both the HR and Payroll district web pages.

ANNUAL EMPLOYEE TRAINING

Annual employee training run by HR/Campus Administration typically includes the following subjects and must be completed in August of each school year:

- FERPA Training
- Blood-borne Pathogens
- Reporting Child Abuse or Neglect
- Student Discrimination, Harassment, and Bullying
- Employee Discrimination, Harassment, and Retaliation
- Pest Management
- Employee Handbook and Standards of Conduct

Employees are required to register and complete the online HR training courses and request credit upon successful completion of the course.

Campus administrators are responsible for verifying and certifying to HR that all employees have completed the required training (this can be managed within the online training system). HR does not store physical certificates of completion in employee files. Those records are maintained in the training

Campuses and departments have the option of conducting the online courses in group settings. Group training can be scheduled and organized through the assistance of HR at the discretion of the campus principal or department director at the beginning of each year.

ABSENCES AND LEAVE

From time to time, employees need to be absent from work, whether for a few hours, several weeks, or somewhere in between. The district, state, and federal government provide various kinds of leave to accommodate these situations; some types of leave are dependent on an employee's hire date, job title, or employment status.

General Absence Procedures

Employees are expected to be at their assigned areas, ready to begin work, at the beginning of their work day.

- Employees must enter their absence in AESOP as soon as possible (or as defined by the campus or departmental handbooks) any time they are going to miss work or arrive later than their regularly scheduled time.
- It's always a good idea to contact your immediate supervisor personally, if possible, to inform them of employees absence.
- In cases of sick leave, a supervisor may request a medical certification form or doctor's note regarding the absence; it may also be requested in cases of chronic absenteeism or tardiness.
- Employees may be subject to disciplinary action, which could include termination, for excessive absences and/or tardies.

Campus-Level Leave Approval

The campus principal or department director is responsible for approving or denying all requests for use of **discretionary** leave. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave, and includes Personal Leave, Vacation Days, and/or Comp Days.

- The principal or department director will consider the effect of the employee's absence on the educational program or department operations, as well as the availability of substitute teachers, in deciding whether to grant a discretionary leave request.
- Employees should submit requests for discretionary leave at least 10 work days in advance.
- Leave is granted on a first-come, first-served basis.
- Discretionary leave may not exceed 3 consecutive work days.

Campus/Department Absence Management

As the primary approvers of leave, campus or department administrators are responsible for appropriate approval, documentation, and disciplinary action regarding chronic absenteeism or tardiness. Within district policy, campus/department administrators have autonomy for granting leave approval, in that no black-out calendar days are issued district-wide. With this campus-level autonomy comes a responsibility to manage concerns that arise beginning at a campus level.

If an administrator needs assistance in documenting, addressing, and disciplining for chronic absenteeism or tardiness, please directly consult the standard Employee Handbook rules and the HR Director with individual cases of concern.

For employee and family health-related absences, it is the campus/department responsibility to report to the HR Coordinator when any employee leave is expected to or results in 5 or more missed work days. At this point, employee leave options must be determined and formal HR leave procedures must take place.

For leave resulting from work-related injury or illness, please notify HR immediately and see necessary procedures in the Workers' Compensation section of this manual.

Once formal HR long-term leave procedures are initiated, the HR Office will primarily manage an employee's absence and update the campus/department administrators as leave phases progress or return-to-work status changes. Please see the Long-Term Leave subsection below for additional details.

Types of Leave

Information about the types of leave available and details about how each type may be used is in the Employee Handbook under Leaves and Absences, and is covered under District Policies DEC, DECA, and DECB. Here is a quick-reference list of the types of leave:

- State Personal Leave (discretionary, non-discretionary)
- State Sick Leave (not available since 1995)
- Other – School Business
- Local Sick Leave or Maternity Leave
- Vacation Leave
- Jury Duty & Other Court Appearances
- Family and Medical Leave
- Military Leave
- Temporary Disability Leave
- Sick Leave Bank
- Assault Leave

(**Workers' Compensation** is not a type of leave, but it is another possible source of income for an employee absent from duty because of a job-related illness or injury. Leave caused by work-related injury or illness may or may not run concurrently with the types of leave listed above, depending on the employee's choice. See the Workers' Compensation section of this manual for more information.)

Long-Term Leave - What You Need to Know

Get a Doctor's Note

When an employee is absent from duty for 5 or more days due to personal or family illness, he/she must provide a doctor's note, certifying the need for the absence, to the principal/department director.

Notify HR and Payroll

In most cases, HR does not need a copy of the doctor's note if it is a brief absence that is not likely to be repeated. However, an employee who is absent for 5 or more days due to their own medical condition or to care for a family member with a serious medical condition may be eligible for other types of leave, such as FMLA or Temporary Disability Leave.

Federal law requires that once an employer is aware of an employee's need for such leave, an employee must be notified of his/her rights under the law within 5 business days. For this reason, it is very important for the campus/department to let HR know, either by e-mail or phone call, when they become aware that an employee may need extended medical leave for either the employee or his/her family member. (Pay can quickly become complicated by extended absences, so it is important for the employee to contact Payroll as soon as possible.)

Return to Work After Extended Leave

Employees must provide HR with a doctor's note or **Fitness for Duty Statement** (doctor's release) before returning to work. If an employee reports for duty after an extended leave without a release from a doctor, the supervisor should contact HR. In some instances a "return to light duty" may not be available.

Other Leave Information

Inclement Weather Closures

To understand how employees are paid in case of bad weather affecting work schedules, it is helpful to remember that district employees are paid based on the number of scheduled work days in our calendars. Simply put, we are not paid for days that we do not work. Since our pay is annualized to be the same no matter how many work days are in a month, it can feel like we have paid holidays, but we don't – our pay is just divided evenly over the course of the year.

If the district is closed all day due to bad weather or some other unscheduled reason, employees are not expected to report to work, and the work day is made up on one of the scheduled bad weather make-up days in the calendar. However, in the case of a delayed start due to bad weather, there are no "bad weather make-up" hours built in to the calendar.

Hourly employees must either make up the hours later in the week, or use comp time or accrued personal leave to make up the time. If none of those options are possible, employees' pay will be docked for the time. Salaried employees who miss a half day or more also need to use accrued leave for that time, or make up the time during the course of the week.

Hourly employees who are able to make it in to work in the case of a delayed start are paid as usual for that week – overtime comes into play only if an employee works more than 40 hours total during a week. (All overtime must be approved in advance by an employee's supervisor.)

Local Leave

Professional employees shall earn an additional five workdays of local sick leave per school year, concurrently with state leave. Local leave days may be used only for illness and health related issues.

Local leave will accumulate to a maximum of 30 workdays and shall be taken with no loss of pay. Paraprofessional and auxiliary personnel shall earn an additional five workdays of local sick leave per school year, concurrently with state leave. Paraprofessional and auxiliary employees may only use local leave for illness and health related issues and they may accumulate up to 18 workdays.

Jury Duty

All staff members called for federal or state jury duty may be absent without loss of pay, subject to verification of actual days served by providing a jury certificate (this is a different piece of documentation than the jury summons). If a jury certificate is not provided, the employee will be required to use leave for the absence.

Other Court-Related Absences

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 personal leave. Absences due to compliance with a valid subpoena will be fully compensated by the district and will not be deducted from the employee's pay or leave balance. Employees are required to submit documentation of their need for leave for court appearances.

However, regardless of the type of notice that has been issued to the employee, a request by the court to appear for personal business will not be paid by the district. Any available state personal or vacation leave must be used and, if not available, a dock in pay will be taken.

Sick Leave Bank

To be eligible for participation in the Sick Leave Bank program, an employee must:

1. Request permission from the Superintendent to determine eligibility.
2. Must use Catastrophic Leave first.
3. May only request use only once in a two year period.
4. May only accept up to 50 days.

Docked Leave Status (Catastrophic Leave)

An employee may apply to the Superintendent to use Catastrophic (CAT) Sick Leave once they have exhausted all available leave. CAT leave may only be used for 30 days and must be taken before an employee is eligible to apply for the LISD Sick Leave Pool bank. CAT leave forms are located on the district website.

SUBSTITUTE PROCEDURES

Protocol for Securing Substitutes

Frontline

AESOP is the online, district-wide substitute coordination system. Teachers, aides, and other listed personnel below report all absences from their regular assignment through the AESOP system.

New employees receive AESOP training through their department. Additional training for campus staff on use of the system can be made available upon request to HR by campus administrators.

Absence Input and Process Summary

Teachers are responsible for placing their absences into the Absence Management system in a timely manner; campus coordinators are responsible for placing special needs or requests into the system and managing open assignments on a daily basis; the district coordinator housed in HR is responsible for reviewing all campuses vacancies on a daily basis and assisting campus coordinators as needed in filling last-minute openings and long-term assignments; campus administrators are responsible for managing and reviewing substitute concerns that occur on their campus; and the HR Director is responsible for addressing substitute concerns of a serious nature in coordination with campus principals.

Responsibility Chart

The chart below is a detailed summary of responsibilities among permanent campus staff regarding the substitute placement system.

CAMPUS TEACHERS/AIDES	CAMPUS ADMINISTRATORS	CAMPUS SUB COORDINATORS	DISTRICT SUB COORDINATOR
- input absences with proper notice into AESOP - 5 days' notice required for personal leave requests to campus administrator - leave complete sub folder and lesson plans - report any sub concerns promptly to campus administrators	- train and manage proper absence notice of staff - manage leave approval and enforce sick v. personal use - ensure folders and plans by reminders and spot checks - investigate sub concerns, address minor issues directly with subs, gather investigative documentation as necessary, and report to HR Director as needed for major or repeated issues	- manage and fill any open sub positions on campus on a daily basis - assist/guide substitutes reporting for duty - ensure subs properly sign in and out - answer campus or assignment-specific sub questions - assist teachers in placing hard-to-fill, long-term, or special needs positions - report sub concerns to the campus administrator - report system concerns or malfunction to the HR district coordinator	- coordinate application review, orientation, and new-hire paperwork of substitutes - review positions district-wide on a daily basis and assist campus coordinators as needed with management of unfilled positions - maintain and send out current active substitute contact list to campuses - answer substitute and coordinator questions - complete monthly payroll reports and other sub reports as needed

Substitute Position Chart

The chart below indicates which positions do and do not receive a substitute for routine absences.

YES	NO
Teacher Instructional Aide Campus Receptionist Nurse	Administrator Counselor Instructional Facilitator Office Staff Librarian

If certain campus positions are vacant or the regular employee will be on long-term leave, positions that do not normally receive a substitute may qualify for a long-term substitute or temporary employee replacement. Please contact HR when this occurs to work out the details.

Proper Use of Absence Categories

The AESOP System allows for multiple types of absences. All are listed and described below. The most commonly misused categories of absence are School Business and Professional Development. **Campus administrators are responsible for managing the proper use of Absence Categories by their staff members.** Additional training or information can be made available upon request to HR by campus administration.

Substitute Teacher Specifics

Substitute Hiring Process

To be considered for a substitute teacher position (which includes teacher or aide assignments), all applicants must:

1. complete and submit an application;
2. submit an official transcript showing degree or coursework (high school diploma/GED is required; bachelor's degree and Texas teaching certificate are preferred;
3. complete and submit an I-9 form with photocopies of identification (According to federal regulations, a new employee must establish both identity and employment authorization. The list of acceptable documents is listed on the I-9 form.);
4. authorize and clear a Criminal History records check and fingerprinting;
5. **attend the substitute teacher orientation typically conducted once per year**.

Once all documentation and training above is completed, the substitutes are entered into Frontline Absence Management System.

Substitute Responsibilities

Substitute teachers or aides are responsible for continuing the educational programs for students during the time that the teacher of record must be out of the classroom. Substitutes are held to the Educators' Code of Ethics and are to actively teach, monitor, and facilitate class as specified by the lesson plans left by the regular classroom teacher.

Substitute teachers are directed to manage classrooms and student behavior as required by individual students' IEPs and BIPs and in alignment with the LISD Code of Conduct. **At no time is a substitute teacher allowed to use any form of corporal punishment for students.** Substitute teachers are generally prohibited from using district technology unless specified otherwise by campus protocol or specific lesson plans. In addition, use of personal electronic devices is prohibited, except in the event of emergency or during scheduled breaks when they are not responsible for students (i.e., lunch and conference, if not assigned elsewhere at that time).

It is important to understand that the campus is the first line for enforcing these responsibilities.

Substitute Reporting Times per Position

Substitute teachers and aides are paid for an 8-hour (full day assignment) or for a 4-hour (half-day assignment) work day. Long-term teaching assignments are an exception and report times may differ based on the needs of the long-term teaching assignment.

Below is the standard time for substitute employees to report to campuses based on the position filled:

Position	Full-Day Schedule	Half-Day Schedule AM	Half-Day Schedule PM
Elementary Aide	8:00 – 3:30*	8:00 – 12:00 (no lunch)	11:05 – 3:05 (with 30-minute lunch)
Elementary Teacher	7:45 – 3:45*	7:45 – 11:15 (no lunch)	11:05 – 3:05 (with 30-minute lunch)
MS Teacher/Aide	7:40 – 3:45*	7:55 – 11:55 (no lunch)	11:20 – 3:20 (with 30-minute lunch)
HS Teacher/Aide	7:40 – 3:45*	7:55 – 11:55 (no lunch)	11:20 – 3:20 (with 30-minute lunch)

All full-day schedules must include a 30-minute duty-free lunch. Conference periods are not guaranteed to substitute teachers and campuses may assign other duties during that time as needed.

EMPLOYEE TRANSFER

A transfer occurs any time an employee changes position, department, or teaching assignment. The **Employee Transfer Recommendation** form is used to recommend any transfer.

Professional Capacity

Transfer to the Same Professional Capacity

For transfers within the same professional capacity (teacher to teacher, aide to aide, etc.), no posting of the open position is necessary and this transfer can be accomplished at the discretion of campus administration based on the needs of student programs.

Decisions to assign teachers outside of their certified subject areas or grade levels, however, should be accomplished with the willingness of the employee and in coordination with HR to develop a planned path for certification in the new assignment.

Transfer to a Different Professional Capacity

For transfer to a different professional capacity (aide to teacher, worker to manager, teacher to assistant principal, etc.) the position must be posted, the employee must be an applicant for the position posted, and the regular hiring process must first be completed prior to the submission of a transfer recommendation.

Questions regarding whether the desired transfer equates to a change in professional capacity should be directed to the HR Director prior to submission of an **Employee Transfer Recommendation Form** or discussion with the affected employee(s).

Transfer by Reassignment

Based on the needs of a campus or department, employees may be transferred within the same professional capacity at a principal or director's request without posting the open position (this path is preferable so that that only the final open position is posted (once all transfers are complete). Submission of an **Employee Transfer Recommendation** form to HR from the principal or director initiates the process.

It is strongly encouraged that this decision for transfer by reassignment is discussed by the campus principal with the affected employee(s) prior to submission of the forms to HR for processing.

Transfer by Voluntary Request

Employees have the opportunity each spring to request a transfer to a different campus. An Employee Transfer Recommendation form must be completed and signed by the employee and the employee's supervisor, endorsed by the receiving supervisor, and approved by the Superintendent/Deputy Superintendent. All transfer requests will be coordinated by HR during the spring semester of each school year.

SEPARATION FROM EMPLOYMENT

Resignation

When an employee resigns, notify HR immediately by submitting an **Employee Exit Form** and the original signed letter of resignation. All professional resignations must be submitted in writing to the Superintendent. Once submitted and accepted, a resignation may not be withdrawn without consent of the Board. All auxiliary staff resignations may be made to the Deputy Superintendent/HR Director.

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 timely, end-of-year resignation will be automatically accepted upon receipt.
- At any other time, including mid-year resignations, contract employees may resign only with the approval of the Superintendent or the Board. Such resignations are not automatically accepted upon receipt. Acceptance will be contingent upon finding a suitable replacement. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

At-Will Employees

Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the immediate supervisor 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.

Termination

End-of-Year Termination – Probationary Contract

The Administrative Assistant to the Superintendent provides a list of contract renewal recommendations annually for administrators and other professional instructional staff in February, March, or April, respectively. Recommendations on all contract staff should be marked and submitted back to the Administrative Assistant to the Superintendent on the due date indicated each year.

If a campus principal believes that a probationary employee's term contract should not be renewed, the campus principal must take the following steps:

1. Schedule a meeting with the HR Director when an employee has been identified for nonrenewal (by late fall or early spring).
2. Gather the documentation file supporting the recommendation to non-renew the employee and submit to the HR Director for review and discussion.
3. Implement final employment options and/or decisions determined in collaboration with HR and the Superintendent of Schools.
4. If necessary, draft a formal letter of recommendation to terminate the probationary employee in question for submission to the Superintendent no later than May 1 (which will ultimately be reviewed by the Board).

Please note: Unless a resignation is submitted prior to May, the Board of Trustees must make final decisions in a called meeting to terminate a probationary contract employee in accordance with DFAB (LEGAL) & (LOCAL). This meeting and notice of termination must be completed by Board no later than the

10th day before the last day of instruction or the employee's contract is automatically renewed by law for the following school year.

End-of-Year Nonrenewal – Term Contract

The Administrative Assistant to the Superintendent provides a list of contract renewal recommendations annually for administrators and other professional instructional staff in February, March, or April respectively. Recommendations on all contract staff should be marked and submitted back to the Administrative Assistant to the Superintendent on the due date indicated each year.

If a campus principal believes that an employee's term contract should not be renewed for any of the reasons listed in Board Policy DFBB (LOCAL), the campus principal must take the following steps:

1. Schedule a meeting with the HR Director when an employee has been identified for nonrenewal (by late fall or early spring semester).
2. Gather the documentation file supporting the recommendation to non-renew and submit to the HR Director for review and discussion.
3. Implement final employment options and/or decisions determined in collaboration with HR and the Superintendent of Schools.
4. If necessary, draft a formal letter of recommendation to non-renew the term contract employee in question for submission to the Superintendent no later than May 1 (an ultimately the Board).

Please note: Unless a resignation is submitted prior to May, the Board of Trustees must make final decisions in a called meeting to non-renew a term contract employee in accordance with DFBB (LEGAL) & (LOCAL). This meeting and notice of proposed nonrenewal is a two-part process. The initial notice of proposed nonrenewal must be completed by Board no later than the 10th day before the last day of instruction or the employee's contract is automatically renewed by law for the following school year. Once notice is provided of the proposed nonrenewal and reasons for nonrenewal, the Board must either conduct a hearing upon request of the employee or reconvene within 30 days of the proposed notice to make its final decision of nonrenewal.

Mid-Year Termination – Contract

If a campus principal believes that the conduct of a probationary or term contract employee warrants immediate termination, the campus principal should contact HR/Deputy Superintendent or the Superintendent of Schools immediately to review the conduct and implement interim safety measures (such as Administrative Leave with Pay pending complete investigation, which can be issued only with consent of the Superintendent). The campus principal will collaborate with central office as specifically necessary in each situation to investigate, document, and implement final employment action.

Mid-year termination of a contractual employee requires a full investigation, legal consult, and ultimately Board action.

At-Will Staff

End of Year Termination: The HR director provides a list of at-will renewal recommendations to principals annually in April for 10- or 11-month, at-will employees (instructional aides, auxiliary staff, child nutrition staff, office staff, etc.). Recommendations on all at-will staff should be marked and submitted back to the HR Director on the due date indicated each year.

Mid-Year Termination: If a principal or director believes that the conduct of an at-will employee warrants immediate termination, the campus principal or department director should contact HR/Deputy Superintendent, or the Superintendent of Schools immediately to review the conduct and implement interim safety measures (such as Administrative Leave with Pay pending complete investigation, which can be issued only with consent of the Superintendent). The campus principal or department director will collaborate with central office as specifically necessary in each situation to investigate, document, and implement final employment action.

Mid-year termination of an at-will employee requires a full personnel investigation, possibly legal consult, and ultimately a final employment decision by the Superintendent of Schools.

Retirement

Contact HR upon notification from an employee that they plan to retire so HR can contact and assist the retiring employee with proper retirement notifications. On the **Employee Exit Form**, indicate retirement under the "reason for leaving" section of that form. The employee will need to contact HR/Payroll with their official retirement date, to discuss medical coverage, and to submit their TRS 7 Form for completion upon payoff.

Death of an Employee

Contact HR upon notification that an employee has passed away, so HR can review employee death benefits and reach out to assist the family with benefits issuances. On the **Employee Exit Form**, indicate death under the "reason for leaving" section of that form.

Final Paychecks

Final payroll calculations will not be determined until the **Employee Exit Form** is submitted to HR and forwarded to the Payroll office. An employee's final check will be in the same format in which the employee is usually paid, which in most cases is direct deposit. Employees wishing to pick up their final paycheck rather than having it direct-deposited or mailed to their address on file must contact Payroll immediately upon resignation to make arrangements.

Final check dates can vary depending on individual circumstances and payroll processing deadlines. Employees should call Payroll if they have questions about their final pay arrangements.

Mid-Year Resignations or Terminations

- Employees who leave LISD before completing their calendar-year assignment will generally be paid a final check in the month following their resignation.

End-of-Year Resignations

Final paycheck dates for employees who work through the end of the school year or calendar-year assignment depend on whether the employee is a 10-, 11-, or 12-month employee.

- **For 10-month Employees** (178- to 197-day calendars), the pay cycle is September 1 through August 31. They are paid on their regular pay schedule through the end of August.
- **For 11-month Employees** (202- to 212-day calendars), the pay cycle is August 1 through July 31. They are paid on their regular pay schedule through the end of July.
- **For 12-month Employees** (220- to 226-day calendars), the pay cycle is July 1 through June 30. Their final check is processed the same as a mid-year resignation. (228 and 243 employees need to contact HR/Payroll for final payoff date)

Effect of Separation from Service on Benefits

End of Active Employee Benefits

Mid-year resignations or terminations: Benefits for employees who resign or are terminated mid-year generally continue until the end of the month in which the employee's last day of work occurs.

End-of-year resignations: Benefit continuation for employees who work through the last day of school year depends on whether the employee is a 10-, 11-, or 12-month employee.

- **For 10-month Employees** (178- to 201-day calendars), active employee benefits continue through the end of August, and deductions continue to be taken from paychecks through the final check.
- **For 11-month Employees** (202- to 212-day calendars), active employee benefits and paycheck deductions continue through the end of July.
- **For 12-month Employees** (213- to 243-day calendars), active employee benefits and paycheck deductions continue through the end of June.

Continuation of Benefits

Employees have the opportunity to continue medical, dental, and vision benefits through COBRA continuation coverage, and may be able to convert other kinds of policies to private, individual policies. In addition, covered employees will receive COBRA information for medical coverage directly from Aetna by mail once cancellation is processed. If covered under the dental or vision plans, a COBRA information sheet will be included in the employee's final check.

CONTRACTS

Contract Recommendation and Renewal Process

Annual contract review, recommendation, and renewal for full-time, certified education professionals must occur (Teachers, Nurses, Instructional Facilitators, Facilitators of Learning & Innovation, Licensed Specialists in School Psychology, Speech Pathologists, etc.). HR prepares and sends out recommendation sheets to each campus and department with contract staff for renewal recommendations.

Timeline

March Campus principals receive a sheet from HR to make recommendations for renewal of all contractual staff.

April/May The Superintendent considers recommendations and signs prepared contracts. HR distributes contracts to campuses for employees to sign. Campus staff collects and returns signed contracts to HR. HR Reports to the Board all contract staff members who were offered and who returned a signed contract for the following school year.

Principal Recommendations

1. Principals/Secretaries receive a renewal recommendation sheet from Superintendent.
2. Principals/Secretaries review the list for accuracy in names, number of staff members, and type of contract provided (probationary or term).
3. Principals initial or check EACH staff member they wish to recommend for contract renewal for the following school year.
4. Principals submit renewal recommendations by the due date to the Superintendent.
5. The HR Director schedules follow-up meetings for any employees not being recommended for renewal.

Contract Preparation

HR staff prepares contracts based on the existing contracts from the prior year, adding any necessary addendums. The HR Director reviews all contracts and compares the contracts with the recommendation lists from the campus principals. Contracts are given to the Superintendent to review and sign.

Contract Delivery to Staff

After contracts are signed by the Superintendent, HR delivers the original contracts to campus principals or secretaries for same-day distribution to contract staff.

Contract Return to HR

Contracts are to be returned by the date indicated on the contract (typically employees have 1-2 weeks to consider, sign, and return offered contracts). Contracts not submitted by the deadline without prior explanation for late arrival are considered an indication of intent to not return (i.e., a resignation).

Contract Filing and Reporting

All signed contracts are filed in the employees' permanent personnel files in HR. A list of all employees who were offered and accepted a contract for the following school year is reported to the Board in April.

LETTERS OF REASONABLE ASSURANCE

A Letter of Reasonable Assurance is a letter sent before the summer break to non-contract employees who work less than a 12-month schedule, assuring them that the district intends to continue their employment after the break. Letters go out to the following employee groups:

- Campus Instructional Aides
- Child Nutrition employees
- Transportation employees
- Substitutes Teachers
- Clerical/Office Staff who work less than 12 months

Review

HR prepares a recommendation sheet listing all 10- and 11-month at-will employees for each campus and department, and sends the sheets to principals and department directors for review in May. Principals and directors make recommendations to renew or not to renew, and return the recommendation sheets to the HR Director by the stated deadline.

The HR Director schedules follow-up meetings with principals and directors for any recommendations that an employee not return.

Letter Preparation, Distribution, and Return

Using the campus/department recommendation sheets, HR prepares a Letter of Reasonable Assurance for each eligible employee, and sends them to campuses and departments for distribution to at-will staff. Employees have approximately 5 business days to sign and return the letter to their Campus/Department Secretaries. Campus/Department Secretaries return all letters to HR by the stated deadline, and HR files the letters in employees' personnel files.

Failure to submit indicates an intent that the individual is choosing not to return and will be processed as a form of resignation, unless the employee is on leave or extenuating circumstances have been reported as the basis for failure to return the letter.

RECORDS STORAGE AND RETENTION

Records Room Materials

State law requires most school records to be kept for specific periods of time before they are destroyed. Some records are required to be kept permanently. HR keeps required storage and retention documents in the district's secure records room until they are scheduled for shredding or for removal to an off-site storage facility.

Documents that come to the records room are:

- Payroll Files
- Financial Reports
- Personnel Files for resigning/terminated employees and substitutes
- Construction documents
- Maintenance documents
- Campus files for
  - Student Attendance
  - Student information from the nurses
  - Student permanent files for graduates
  - Students withdrawing during the school year

Box Size, Contents, and Labeling

HR contracts with a records retention company to record the contents of new boxes sent to the secure records room each year and mark the contents for appropriate retention time and destruction scheduling. In order for the records retention company to be able to process the boxes, and to allow for efficient use of limited storage space, the following guidelines are in place:

- Boxes should be standard-sized banker boxes. Larger boxes will be returned to the originating campus/department for re-packaging.
- Contents should be limited to a single type of record per box, as the records retention processor cannot sort through each page in a box. Boxes with miscellaneous records cannot be processed, and will be returned to the originating campus for reorganization.
- Attach a completed label to front of the box (see diagram):

Sample Records Room Label

Date: Sender:

Description:

Permanent: Yes/No Destroy Date:

Sending / Retrieving /Processing Records

Open for Receiving

Employees wishing to send boxes to storage must first contact the Deputy Superintendent and maintenance.

When boxes are ready, place a work order request to Maintenance for physical move of the boxes, and please e-mail the HR Administrative Assistant how many boxes will be coming so the records room can be prepared to receive that number of boxes.

Records Processed

The records retention company comes each year to process any boxes sent to the records room since the previous year. This includes recording boxes and their contents and marking boxes of records scheduled for destruction.

An on-site shredding company comes later to shred materials marked by the records retention company for destruction.

Access to Stored Records

If you need access to a record that has been sent to the records room, please contact the Deputy Superintendent to coordinate a time to search for your file.

District Awards

Kinzie Teacher of the Year Award

- Nomination instructions are sent to campuses in March.
- Nominations are reviewed by District Administrators.
- Recipient is recognized at the LISD End of Year Ceremony.

Region 7 Elementary/Secondary Teachers of the Year

- Campus administrators nominate to the Superintendent their respective candidate.
- An Administrative committee votes and selects one Elementary Teacher of the Year and one Secondary Teacher of the Year
- Elementary and Secondary District Teachers of the Year are announced in May and are recognized at the Board level.
- Region 7 Teachers of the Year complete additional essay questions and applications to represent the district in the regional and state Teacher of the Year contest.
- HR submits the completed applications to Region 7 by the deadline for the regional contest.

Tommy Mallory Award

- District Transportation Administrative Staff selects one employee to receive the Tommy Mallory Award

Willie Ruth Blue Award

- Central Office Administrators choose one auxiliary employee to receive Willie Ruth Blue Award.

WORKERS' COMPENSATION

General Information

About Workers' Compensation

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or who are injured on the job while in the course and scope of their employment with the district. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. The district contracts with the TASB Risk Management Fund (TASB RMF) to administer workers' compensation benefits.

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven (7) calendar days. Please note that workers' compensation is not a form of leave and does not guarantee continued employment.

Campus/Department Responsibility

It is the supervisor's responsibility (not the employee's) to report a work-related injury or occupational disease. Report all on-the-job injuries and illnesses to the Deputy Superintendents (HR) administrative assistant as soon as possible (preferably immediately). HR must submit a **First Report of Injury** within eight days of notice of a work-related injury or illness.

Campuses and departments must report an injury when an employee reports it to ***anyone*** in management, or to a person to whom it is reasonable for them to report. This can include, among others:

- administration
- principals and assistant principals
- safety or risk management personnel
- nurses
- secretaries

Notice of an injury is *any communication, regardless of source* – even if someone other than the injured employee tells you about the injury, you must take action. **If you have knowledge of an injury, you must report it.**

First Reports of Injury (FROI)

The **First Report of Injury** provides information on the claimant, employer, insurance carrier, and medical practitioner necessary to begin the claims process. Details of the claimant's employment and circumstances surrounding the injury or illness are also requested. It is very important that the First Report of Injury form be completed by the **employee's immediate supervisor** (not the employee) as soon as possible (preferably immediately).

Contents of First Report of Injury Packet

- Instructions for Employer's First Report of Injury or Illness
- Employers First Report of Injury or Illness (supervisor completes)
- Verification of Employment
- Helios Tmesys "First Fill" prescription card (given to the injured employee)
- Notice of Injured Employees Rights and Responsibilities

- Employee Acknowledgment of the Alliance Direct Contracting Program
  (Injured employee completes and signs)
  LISD Fitness for Duty Form
- Workers' Compensation Leave Statement (injured employee completes and signs)
- Employee Acknowledgment of the Alliance Direct Contracting Program
  (injured employee completes and signs)
- Workers' Compensation Alliance Provider Listing (given to the injured employee)

Completing the FROI

1. The information should be typed or legibly printed (if on paper submission) in as much detail as possible.
   - Complete all necessary portions of the FROI..
   - Scan and e-mail paper forms or deliver to the district Deputy Superintendents (HR) administrative assistant.
   - HR will complete other parts of the form and report the injury to TASB Risk Management Fund (the district's insurance carrier).

This information is necessary for Electronic Data Interchange (EDI) reporting to the Texas Division of Workers' Compensation.

2. The secretary, or designated individual, will have the injured employee complete and sign the following forms located in the First Report of Injury packet:
   - Workers' Compensation Leave Statement
   - Employee Acknowledgment of the Alliance Direct Contracting Program
3. Scan and e-mail these forms and any paper form First Reports of Injury to HR as soon as possible, and return the originals to HR by school mail.
4. The injured employee is to keep the following forms:
   - Workers' Compensation Alliance Provider Listing
   - Workers' Compensation Verification of Coverage (If seeing a physician, the employee will take this to his/her appointment.)
   - Helios Tmesys "First Fill" prescription card

Reporting Time Off

If an employee misses ***any*** amount of work due to the reported injury, the supervisor (or secretary / other designated individual) must report missed time as soon as possible to the Deputy Superintendents (HR) administrative assistant, either by phone or in writing.

HR Processing

Once the First Report of Injury is submitted, HR will take the next steps for processing a Workers' Compensation claim with TASB RMF. In addition, HR will work with the injured employee regarding questions, guidance, or issues that arise during processing.

The employee (or the employee's health care provider) must provide up-to-date work status reports to the injured employee's supervisor and to HR. Upon receipt of each work status report, the supervisor should:

1. review the restrictions listed to determine whether it is feasible to reasonably accommodate the listed restrictions in a manner that allows the employee to perform the essential functions of his or her job; and

2. report that determination back to HR.

HR is available for discussion and guidance on this topic as requested by the employee's supervisor.

TEMPORARY/LONG TERM SUBSTITUTE EMPLOYEES

General Guidelines

Temporary Employment is used on an as-needed basis typically paid through campus or program funds. Due to IRS requirements, an individual who serves the district on an as-needed, temporary basis must be entered into Skyward and the LISD Payroll systems as a Substitute/Temporary employee as opposed to being paid as a contractor through Accounts Payable.

Examples of a temporary employee:

- Reading Interventionist
- As-needed or assessment-related Special Education professional
- Band instrument specialists
- Non-employee test proctor or monitor

If you are uncertain whether an individual falls under the Temporary Employee category, contact the Deputy Superintendents (HR) administrative assistant.

Temporary Employees must complete the following -

- I-9 form
- Ethnicity form
- W-4 form
- Direct Deposit form (optional for the Temporary Employee)

Limits of Use

Use of temporary employees must fall within the following parameters:

1. No temporary assignment/agreement may last longer than 4½ months (exceptions to this time frame are considered on a case-by-case basis).
2. Temporary employees must work fewer than 29 hours per week.
3. Use of temporary employees must fall within the annual campus/department annual budget.

NON-EMPLOYEE BACKGROUND CHECKS

All school district employees hired after January 1, 2008 are required by state law to undergo a fingerprint-based National Background Check. The district has also required all employees hired prior to January 1, 2008 to undergo the same background check, so that all employees are subject to the same kind of background clearance to help ensure the safety of our students and other employees.

The law also requires background checks for temporary employees, contractors, and volunteers. The type of background check depends on several factors, outlined in this section.

Two Types of Background Checks

National Criminal History Record Check

This background check requires an individual to be fingerprinted, and pulls information from both the FBI and state criminal history records.

A national background check is required for substitute teachers, temporary employees, and most Community Education camp or class instructors. A national check is also required for contractor employees who meet all three of the following tests – the person must:

1. work on a contract for services;
2. have continuing duties related to the contract; and
3. have direct contact with students.

State Criminal History Record Check

This background check is based on an individual's name and date of birth. Driver's license and Social Security number are requested to ensure that a person is not declined because they share a name and date of birth with another individual who has a criminal record. Although this seems unlikely, matches do happen on a fairly regular basis.

A state background check is required for most volunteers, including under-age students who volunteer for a Community Education camp such as cheer or athletic camps. The district also conducts a state background check on all contractor employees who are not required to undergo the fingerprint-based national criminal history check, erring on the side of caution in protecting the children of the community.

Parents/Guardians attending field trips with their child will not be required to have a background check completed.

Privacy and Security of Information

The information submitted for either kind of background check is available only to the two employees of Lindale ISD Human Resources. HR staff have all completed the required DPS training course and understand the requirements for confidentiality and discretion that come along with this kind of responsibility. It is not something taken lightly.

Timeline for Approval of Volunteers and Vendors

Please submit background check paperwork for volunteers or contractors for services at least 2 weeks prior to the event where they are needed to allow sufficient time for the appropriate background check to occur.

Q&A

1. ***What happens if something comes back from this check?*** If a background check contains information that a person has committed one of the disqualifying offenses listed below in the answer to question 2, the information is printed out, and the Director of Human Resources or Deputy Superintendent contacts the individual directly to discuss the matter, either in person or over the phone, if they prefer. If the individual has and can produce legal information showing that something other than a conviction occurred, that is taken into consideration.

   LISD is prohibited by law from sharing the results of a background check with anyone, including the individual's employer.

2. ***What is considered a "non-issue" on a background check?*** It depends on the nature of the individual's interaction with students. In the case of contractor employees who do not have direct contact with students, the district is concerned only with convictions for offenses which by state law would bar an individual from employment by a school district.

   These offenses include:

   - Felony offenses under Title 5 of the Texas Penal Code (criminal homicide, kidnapping and unlawful restraint, trafficking of persons, sexual offenses, and assaultive offenses); and
   - Offenses for which the person is required to register as a sex offender if, at the time of the offense, the victim was under 18 years of age or enrolled in a public school.

3. ***How far in the past is considered criminal history problematic?*** While time is a factor, it is not possible to give a hard and fast rule because the length of time depends on an individual assessment of the criminal history of the particular person in question and consideration of the factors listed in Board policy when conducting an individualized assessment.

4. ***Who has access to this information?*** Only the two employees of LISD Human Resources are certified to conduct background checks. Additionally, the Superintendent is certified to view the information if HR needs to consult with him on its contents.

5. ***How long is it kept on file?*** Information provided by individuals on the LISD Confidential Background Form is shredded the same day the individualized assessment is complete. If there is a "hit" on the background check, the information printed from the DPS database is kept only until the individual assessment is complete and a final decision is made (which may include contacting the individual whose background check is under review). The information is shredded immediately after a final eligibility decision is made by the HR Director.

   The only information kept on file is the DPS CCH Verification Form, which the district has to keep on file for two years from the date of the background check, by law. The only information on that form is the individual's name and signature authorizing the background check.