LVISD Human Resources Procedures Manual

School Year

2022 - 2023

Created & revised by Elena McFadin 06/2022

OVERVIEW - HR PROCEDURES MANUAL

The Office of Human Resource Services of La Vernia 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 Office of Human Resource Services as HR or Human Resources. Questions regarding these procedures should be directed to HR.

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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 the work day.

- Employees must call their supervisors 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.
- 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

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 in AESOP at least one week 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.
- **Discretionary use of state leave OR local leave shall not exceed three (3) consecutive workdays and shall not be approved for more than five (5) workdays per semester.**
- Disciplinary action shall be taken for an employee who is absent for discretionary reasons beyond the approved absences. Please contact HR for discussion and review prior to approval.

  Discretionary use of leave is not allowed on the days listed below. To request an exception to this policy, the employee must e-mail School Principal/Supervisor for approval **at least two weeks in advance**.
  - On the day before a school holiday
  - The day after school holiday
  - Days scheduled for end-of-year exams
  - Days scheduled for state-mandated tests
  - Professional or staff development days
  - The first and last week of instruction

  Nondiscretionary leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reason for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as stat sick leave.
  - Any employee who is absent more than three consecutive days because of a personal or family illness 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 the case of personal illness – the employee's fitness to return to work. Campus secretaries need to submit these letters to HR/ Payroll Department.

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 Department when any employee leave is expected to or results more than 5 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)
- Local Illness Leave
- Local Personal Leave
- Non-Duty Leave (only for 226,235,240 employees)
- Jury Duty & Other Court Appearances
- Family and Medical Leave
- Military Leave
- Temporary Disability Leave
- Sick Leave Bank
- Non-Contract Days (3 approved by Board for 2022-2023)

(**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 more than 3 consecutive 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 more than 5 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 of an employee who may need extended medical leave for either the employee or his/her family member. (Pay quickly becomes 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 release from a doctor, the supervisor should contact HR.

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 workdays 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 workdays are in a month, it can feel like we have paid holidays, but we do not – 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 workday 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 makes-up" hours built in to the calendar.

Hourly employees must either make up the hours later in the week. If none of the hours are completed, employees' pay will be docked for the work time missed or pay leave must be used if any accrued. 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.)

Any determination to make pay whole due to delayed start or district-wide closure requires Board action and must be determined based on the circumstances of the individual event. Otherwise, the general rules above regarding hours missed and use of leave during inclement weather remain inplace.

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 to payroll, 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 to payroll department.

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 processed.

Sick Leave Bank

I. Purpose

The sick leave pool is a benefit to assist any employee who is unable to work as a result of a catastrophic illness or injury to themselves or an immediate family member and has exhausted all paid leave. The sick leave pool program allows employees to voluntarily donate accrued local leave to another employee.

II. Definitions

A. Catastrophic Illness or Injury **–** 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 lost compensation from the district. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions related to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

B. Immediate Family **–** includes

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 another 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

C. Licensed Practitioner – A person who is licensed to practice in one of the health professions set forth in Article 3.70-2 of the Texas Insurance Code.

D. Pool Administrator – person appointed by the superintendent to administer the sick leave pool at La Vernia ISD

III. Pool Administration

This policy shall be administered at La Vernia ISD by the pool administrator designated by the superintendent.
A. The pool administrator shall adopt forms and regulations appropriate for the administration of this policy.

B. The decision of the sick leave pool committee regarding contributions to and withdrawals from the pool may be appealed under La Vernia ISD Board Policy DGBA (Local).

IV. Sick Leave Pool

A. An employee who desires to contribute to the pool must submit an application to the pool administrator.
B. District employees are permitted to contribute a maximum of 2 days of local leave in a school year.
C. The pool shall be established at the time of request for assistance.
D. All contributions to the sick leave pool shall be voluntary and confidential donations.

V. Sick Leave Pool Committee

A. Will consist of District Administrators as assigned by the superintendent.

VI. Withdrawal of Sick Leave from the Pool

VI. Sick Leave Pool Request

A. Applications for sick leave pool must be submitted on the LVISD Request for Sick Leave Pool Form. The application must be submitted with a statement from the licensed practitioner who treated the illness or injury that resulted in the exhaustion of the accrued sick leave of the employee making the application.
1. An employee is eligible to withdraw sick leave from the pool if the committee finds that the employee has exhausted all accrued sick leave because of a catastrophic illness or injury.
2. In determining the amount of sick leave to be assigned to an eligible employee from the pool, the committee shall consider the request and the physician's statement regarding the illness.
3. Upon approval of an application, the pool administrator shall credit the sick leave pool with the sick leave contributed by employee and direct payroll personnel to deduct a corresponding amount from that employee's accrued sick leave.

VII. Dissolution of Pool

A. The sick leave pool ceases to exist when the employee returns to work or when each voluntary donation reaches the maximum contribution, and the sick leave pool is exhausted. Unused sick leave pool days shall revert to the donors.

A Sick Leave Bank member who has exhausted his/her accrued leave should contact HR and submit a **Request for Days** form to HR. HR will then convene the Sick Leave Bank Committee for determination of whether and how many days will be awarded from the bank. Up to 20 days per year may be granted by the committee.

Docked Leave Status

If an employee must be absent but has no available paid leave and does not qualify for FMLA, Temporary Disability Leave, or any other official unpaid leave status, the district has the leeway to allow an employee to be absent for up to 30 days in unpaid status with medical certification from a doctor, provided that the doctor expects the employee to be able to return to work by the end of that time. If an employee is in this situation, he or she should be directed to call and/or visit HR to discuss specific leave options.

If an employee request discretionary (non-medical) leave but does not have any leave available, the principal or department head has discretion to approve a limited number of unpaid days in unusual circumstances, taking into account campus/department needs and the availability of substitutes. Any unpaid days taken will result in “docked” days, meaning that the employee’s paycheck will be reduced by his/her daily rate for any unpaid days taken.

Docked leave status should be granted sparingly and in consultation with HR. Employee will be notified by email by payroll about their dock leave status.

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 (or verification of background checks) for temporary employees, contractors/vendors, and volunteers.

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 employees, substitute teachers, temporary employees, and most Community Education camp or class instructors. A national check is also required for contractors/vendors 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. 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/vendor 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.

PRIVACY AND SECURITY OF INFORMATION

The information submitted for either kind of background check is available only to the employees of LVISD 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.

PROCESS AND TIMELINE FOR APPROVAL OF VOLUNTEERS AND VENDORS

Employees hired for permanent positions submit the necessary background-check authorization forms to HR automatically through the online application process.

However, campuses/departments must initiate completion of the background-check authorization forms for volunteers, contractors/vendors, and temporary employees. Please provide the appropriate the **Confidential Background** form and **DPS Computerized Criminal History Verification online form located in HR website** to volunteers or contractors/vendors for completion and submit them to HR at least 2 weeks prior to the event where the volunteers or contractors/vendors are needed to allow sufficient time for HR to process.

BENEFITS

BENEFITS OVERVIEW

Quick- Reference Benefits Information

The best source for information about benefits is the Benefits Information page on the district website. From there, employees can link to the First Financial Administrators Benefits Portal, seasonal Open Enrollment information, rates, and plan summaries. The Employee Handbook also has a 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 $285/month contribution towards medical premiums for employees enrolled in LVISD TRS Active Care group medical coverage plans.

Substitute employees 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 and paying the premiums a month in advance.

Temporary employees are not eligible for benefits.

ENROLLMENT

New Employee Enrollment

The enrollment process is triggered when HR receives a New Employee Recommendation 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 during New Teacher Orientation and enroll in person with an enroller from First Financial Administrators (FFA) during their first month of employment.

All other new employees, as well as new teachers who start work during the school year, are contacted by our local representative from First Financial Administrators 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 August. Campuses work with HR to schedule locations for campus enrollment sessions conducted by HR and FFA. 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, life, paid telehealth, or identity theft coverage 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.

THIRD-PARTY ADMINISTRATOR (TPA) INFORMATION

Medical Coverage – TRS Active Care/BlueCross Blue Shield of Texas

The district's medical coverage is provided through TRS, which offers three TRS ACTIVE Care options. TRS has contracted with BCBSTX to act as its third-party administrator (TPA) to pay claims and manage eligibility for the plans.

Contact information for the Insurance Plans is listed below:

BCBSTX website: bcbstx.com
Customer Service: 1-866-355-5999

Other Benefits – First Financial

All other non-financial benefit choices are administered by First Financial Administrators (FFA), the district's TPA. Plans include

- Dental - Ameritas
- Vision - Superior
- MD Live Teledoc
- Group Life (Security Mutual)
- Individual Life (Texas Life)
- Disability– American Fidelity
- Accident - MetLife
- Accidental Death & Dismemberment
- Cancer
- Critical Aflac

Contact information for First Financial Administrators:
Customer Service 1800-672-9666
Local Representative Thomas Marroquin 210-849-2088
Email: Thomas.marroquin@ffga.com

CALENDARS

Each employee is assigned to a work calendar with pre-set work days. The assigned work calendar controls which days are to be worked and/or leave is to be taken. The following is a quick-reference chart of all LVISD work calendars (the detailed work calendars are available with payroll department [Work Calendars).]

La Vernia ISD 2022 - 2023 School Year Reporting and Ending Dates

Calendar	Professional Staff	Days	Reporting Date	Ending Date
D	Director of Operations, Transportation &Maint Coor	240	9/1/2022	8/30/2023
F	Network Manager, Director of Technology	235	9/1/2022	8/30/2023
A	Central Office Admin, C. Nutrition, & CTE Coor.	226	7/1/2022	6/30/2023
A	HS & JH Principals	226	7/1/2022	6/30/2023
A	Academic Dean	226	7/1/2022	6/30/2023
A	Director of Athletics	226	7/1/2022	6/30/2023
A	Band Director	226	7/1/2022	6/30/2023
A	**Vocational/Ag Teacher**	226	7/1/2022	6/30/2023
L	Primary/Intermediate Principal	215	7/18/2022	6/21/2023
M	Assistant Principals	212	7/18/2022	6/16/2023
M	Special Ed Coordinator	212	7/18/2022	6/16/2023
M	Curriculum Specialist	212	7/18/2022	6/16/2023
E	Counselor, Asst. Band Directors	207	7/18/2022	6/9/2023
E	Speech Services Coordinator	207	7/18/2022	6/9/2023
G	LSSP, SLP	197	8/3/2022	6/13/2023
G	Diagnostician	197	8/3/2022	6/13/2023
P	Librarian/Media Manager	197	8/1/2022	6/9/2023
N	RN	190	7/26/2022	5/26/2023
T	SLP-A,SLPA/Intern	187	8/5/2022	6/1/2023
T	Teachers	187	8/5/2021	6/1/2023
Calendar	**Paraprofessional, Clerical, and Auxiliary Staff**	**Days**	**Reporting Date**	**Ending Date**
D	Custodial/Grounds/Maintenance/Mechanics	240	9/1/2022	8/31/2023
F	Technology Technician	235	9/1/2022	8/31/2023
A	HS & JH Principal Secretaries	226	7/1/2022	6/30/2023
A	Main and Trans Secretary and Dispatcher	226	7/1/2022	6/30/2023
A	CO Secretaries and District Clerks	226	7/1/2022	6/30/2023
E	Pri & Inter Principal's Secretary	207	7/18/2021	6/9/2023
E	PEIMS Clerk	207	7/18/2022	6/9/2023
E	Facilities and Maintenance Clerk	207	7/18/2022	6/9/2023
E	Counselor Secretary	207	7/18/2022	6/9/2023
G	HS Bookkeeper	197	8/3/2022	6/13/2023

G	Attendance Clerk	197	8/3/2022	6/13/2023
G	Cafeteria Secretary	197	8/3/2022	6/13/2023
G	Special Ed Clerk	197	8/3/2022	6/13/2023
C	Campus Receptionist	190	8/3/2022	6/2/2023
B	LVN/Medical Asst.	187	8/5/2021	5/27/2022
T	Sped Aides/Ed. Aides and Safety Monitors	187	8/5/2022	6/1/2023
Y	Cafeteria Managers	180	8/9/2022	5/26/2023
W	Cafeteria Workers	179	8/10/2022	5/26/2023
X	Bus Drivers/Monitors	177	8/11/2022	5/26/2023

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

February Campus principals receive a spread sheet from HR to make recommendations for renewal of Assistant Principals. Administrator contracts that require Board approval are then presented in the March Board meeting; administrator contracts are typically delivered the same week as the February Board meeting.

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

April The Superintendent considers recommendations and signs prepared contracts. HR distributes contracts to campuses for employees to sign via email TalentEd. Staff reviews and returns signed contracts to HR electronically. 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 receive a renewal recommendation spread sheet from HR.
2. Principals 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 HR Director.
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 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 e-filed in the employees' permanent personnel e-files in TalentEd system. A list of all employees who were offered and accepted a contract for the following school year is reported to the Board in April.

EMPLOYEE INFORMATION CHANGES

EMPLOYEE ACCESS – HR INFORMATION

A variety of employee information is maintained in Ascender - 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 with the correct address.

Address and Telephone Number Changes

To make address and contact telephone number changes, employees in Employee Access, please contact HR.

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, an employee can complete a Name Change form. Either way, the employee 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 Employee Access. (IRS and TRS reporting requirements make it necessary for the name in the payroll system to match the name on file with Social Security.) See HR form online.

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 W-4 form can be found in the Forms section of Business/ Payroll district web pages.

HIRING/TRANSFER 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 3 Main phases of the hiring process that must occur before a new employee begins work:

1. Posting the Vacant/New Position
2. Candidate Search & Conducting Interviews
3. Recommendation for Hire & HR Processing (please refer to this manual for more detail campus hiring procedures)

It is important to note that steps within HR vary depending on the position being filled and the method 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:

1. POSTING THE VACANT/NEW 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 unless otherwise instructed by the hiring campus/department with a later date of preferred posting.

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 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., 4th grade teacher to 5th grade teacher), please submit an **Employee Transfer Recommendation** form (HR manual for procedures)

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, LVISD 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 at RSE to an opening at DSE.

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 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.

APPLICANT TalentED (FORMERLY APPLITRACK)

Applicant TalentED (formerly Applicant Track) is the district's online application system. All vacant positions that arise for permanent positions must be posted, and only individuals who have applied for the positions posted may be considered for hire.

TalenTed Users

Applicant tracking users include central office administration, HR staff, campus or department administration (principals, APs, directors, and supervisors), and campus/department administrative assistants.

Users are placed in access member groups based on current position and location with the district. If a campus or department staff member is lacking user credentials or access to some needed information, please contact HR for a review of access controls and any necessary corrections.

TalenTed administrative users are able to see applications, references, and supplemental materials submitted by applicants, and to use the system to sort applicants and manage the interview process.

User Confidentiality Guidelines

User status grants access to confidential personnel information, and in order to properly protect this information, it is important all users adhere to the following guidelines of use:

- Do not share TalenTed credentials (username and password) with any other district employee.
- Do not share applicant information with anyone who is not a user unless directed to do so by a supervisor.
- Log out after each use so that access to confidential information is not inadvertently disclosed.
- Anything printed from TalenTed and shared with hiring committees should be taken and stored in a secure location at the front office at the conclusion of each hiring process.
- Hiring committee members should be trained in confidentiality and sign a confidentiality agreement when

serving on a campus/department hiring committee.

Failure to follow these guidelines or otherwise maintain the confidentiality of LVISD applicants may result in removal as a user and/or other disciplinary measures.

Once a position is posted, campus/department administrators and secretaries may review, organize, and schedule interviews directly from TalenTed for campus or department vacancies.

New users receive their login credentials from HR through Active Directory e-mail. HR then sends the new user a **System Overview** with a brief explanation of the pre-employment screening and interview management processes.

TalenTED Help & Troubleshooting

Applicant Tracking provides training and technological help resources for all users.

- Log in to TalentED and click the "Help" icon at the top right of the screen,
- From there, you may access online articles and webinars through the Learning Center that will appear. We recommend the following training for all users:
    - TalenTed: Principals/Hiring Managers 101 (on-demand, pre-recorded webinar)
    - Working with an Applicant List (article with screenshots)
- Within the same help feature are two personalized support/training options with "Live Chat" and "Create a Ticket" where you can speak with support personnel directly.

2. CANDIDATE SEARCH AND CONDUCTING INTERVIEWS

(See page 40 chart) Finding Qualified Applicants

All applicants for regular employment in the district must complete an online application in **TalentED**. Before a candidate can be considered or recommended for hire, he or she must have completed and submitted an application through this system. Look for red flags on top of the application.

LVISD practices campus- 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.

- Use TalenTed to sort and 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 review and send a reply e-mail listing the candidates cleared for interview.
- HR's goal is to reply within one business day of this e-mail.
- HR will also place the note, "Okay to interview" in the applicant's online file so it can be seen by anyone wishing to interview the applicant. If the date of this note is more than 6 months old, please request a re-check by HR. Look for red flags on applications

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 by immediate supervisor)

- Submit the **New Hire References and Affirmation** form along with the **New Employee Recommendation** (located in "TalenTED interview tab." This form is necessary to continue the hiring process. In cases where contract personnel are hired (such as teachers), HR provides these completed forms to the superintendent along with a new employee's contract, and the contract will not be signed without these documents and the appropriate number of references

Consideration and Recommendation of Alternatively Qualified Applicants

For positions that qualify as hard-to-fill, high demand dual credit, or career and technical/STEAM (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: District of Innovation certification exceptions, 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 LVISD may make initial hires under these alternative qualification routes, at a minimum, the recommendation will only be considered when:

- the position is a hard-to-fill, high demand dual credit, or career and technical/STEAM position.
- 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 alternative qualifications.

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.

3. RECOMMENDATIONS FOR HIRE & HR 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 supervisor is ready to recommend a candidate for hire, please submit the appropriate employee recommendation via TalenTED completed by the campus principal's or department director's:

- **New Regular Employee Recommendation**.
- **Employee Transfer Recommendation** (see procedures for this process in the next section of this manual); or
- **New Seasonal / Non-Permanent Employee Recommendation**

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.

Any recommendations for hire made after June 15 will not be processed until the new fiscal year, no earlier than July 1,

TRANSFER PROCESS

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

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 Director 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, specialist to manager, teacher to assistant principal to IF, 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 Coordinator or 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 who 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. The appropriate **Transfer Request** form must be completed and signed by the employee and the employee's supervisor, endorsed by the receiving supervisor, and approved by the Superintendent. All transfer requests will be coordinated by HR during the spring semester of each school year. If the campuses affected agree to grant an employee Transfer Request, the receiving campus must complete an Employee Transfer Recommendation. **Except in extenuating circumstances, internal transfer requests for teaching staff may not be submitted after June 15 of each fiscal year.**

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 the TEA system to ensure the candidate is appropriately certified for the position recommended (if applicable);
- Completes the required national criminal history background check (including assistance with scheduling fingerprint appointments if the employee was not fingerprinted previously through TEA);
- Provides the candidate with all necessary new-hire paperwork for the position in one of two ways:
    - Sends a new employee e-mail to the recommended. Keep at campus level ALL interview documentation for future references (do not send any interview documentation to HR);
    - HR will meet with the recommended employee in person to explain and assist in completion of hiring paperwork

- Prepares appropriate contract (if applicable) for Superintendent's review.
- Processes completed contract and paperwork from new employee.
- Completes notification so that Technology, Payroll, the Business Office, are aware of the new hire and can set the new employee up in various systems and programs as needed.
- Enters the new employee's HR information in Ascender (formally Txeis);
- Checks to be sure the new employee knows where to report on his or her start date.
- Creates and issues an employee badge
- Hourly employees also visit Payroll at this time for set up/training in the Aesop/VeriTime timekeeper system.

Employee Badges and barcodes

HR will take the employee's picture and add the barcode. New employees should have their badges their first day of work

Employees hired to start work at the beginning of a new school year will receive their badges during the week of New Teacher Orientation or at hiring interview prior orientation.

Important: LVISD badge contains electronic information that grants the employee access to the buildings and doors appropriate to his/her position, allows access to copy machines, and, where appropriate, is also tied to the employee's campus lunch account. A magnetic wire embedded in the perimeter of the badge allows access for doors. If the badge is bent, broken, or hole-punched in a way that damages the wire, the door-access function stops working. To avoid malfunction or premature wear and tear of the badges, please discourage employees from punching extra holes in a badge, leaving a badge in vehicles with direct sunlight or during times of extreme heat or cold, or otherwise altering the physical look of the badge.

If a badge is lost, broken, cracked, or wears out through normal use, an employee should immediately submit a request via email to HR. If HR determines that the badge must be replaced, the employee will turn in the old badge to HR and will receive a new badge at no charge. Lost badges are replaced for a $10 fee, which must be paid to HR prior to receiving the replacement badge.

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 New Teacher Orientation the week before all other 10-month employees return to campuses. NTO is organized by the Department of Curriculum in coordination with campus principals and includes information about district-wide (as well as campus-specific) rules and procedures. HR conducts a scheduled presentation regarding federal and state laws impacting teachers during this week, and there is also a benefits presentation in the schedule of events. If a teacher is hired after the completion of NTO, the teacher must attend NTO the following year.

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

HR is in the planning stages of creating a New Employee Orientation for all new hires. Once instituted, there will be periodic NEO sessions during the year. In addition, campuses and departments will continue to train new hires in their specific position duties as needed upon hire.

SEPARATION FROM EMPLOYMENT

RESIGNATION

When an employee resigns, notify HR immediately by submitting an **Employee Resignation** letter and the original signed letter of resignation. All resignations must be submitted in writing to the Executive Director of Human Resources. Once submitted and accepted, a resignation may not be withdrawn without consent of the Board.

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. The employee must include in the resignation letter a statement of the reasons for resigning.
- 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 HR director provides a list of contract renewal recommendations annually for administrators and other professional instructional staff in February and March, respectively. Recommendations on all contract staff should be marked and submitted back to the HR Director 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. Indicate this determination on the HR contract renewal recommendation or at least mark that recommendation is pending.
3. Gather the documentation file supporting the recommendation to nonrenewal the employee and submit to the HR Director for review and discussion.
4. Implement final employment options and/or decisions determined in collaboration with HR and the Superintendent of Schools.
5. If necessary, draft a formal letter of recommendation to terminate the probationary employee in question for submission to the Superintendent no later than April 15 (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 (final exam days do not count as "instructional" days) or the employee's contract is automatically renewed by law for the following school year.

End-of-Year Nonrenewal – Term Contract

The HR director provides a list of contract renewal recommendations annually for administrators and other professional instructional staff in February and March, respectively. Recommendations on all contract staff should be marked and submitted back to the HR Director 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 (by late fall or early spring semester).
2. Indicate "nonrenewal" or "pending" on the HR contract renewal recommendation sheet.
3. Gather the documentation file supporting and submit to the HR Director for review/discussion.
4. Assist HR and the Superintendent as needed with implementing final employment decisions.
5. If necessary, draft a formal letter of recommendation to nonrenewal the term contract employee in question for submission to the Superintendent no later than April 15 (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 nonrenewal 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 (final exam days do not count as "instructional" days) 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, the Assistant Superintendent for Learning & Innovation, 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, CDC 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, 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 next steps. TRS will send a retirement packet to the employee with all information about retirement. Employee must bring to HR the TRS 7 form from that packet

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.

FINAL PAYCHECKS

Final payroll calculations will not be determined until the **Employee Exit forms from TalenTed** are 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 paid on a monthly pay schedule** who leave LVISD before completing their calendar-year assignment will generally be paid a final check in the month following their resignation.
- **Employees paid on a semi-monthly pay schedule** who leave during the school year generally receive a final paycheck on the next scheduled pay date.

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** (177- to 201-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 219-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 250-day calendars), the pay cycle is July 1 through June 30. Their final check is processed the same as a mid-year resignation.

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 for students depends on whether the employee is a 10-, 11-, or 12-month employee.

- **For 10-month Employees** (177- 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 219-day calendars), active employee benefits and paycheck deductions continue through the **end of July**. Employees have the option to continue their ***medical coverage only*** through the end of August. If an employee elects to have medical coverage through August 31, a double deduction for medical is taken from their July paycheck(s).
- **For 12-month Employees** (220- to 250-day calendars), active employee benefits and paycheck deductions continue through the **end of June**. Employees have the option to continue their ***medical coverage only*** for July and August. If an employee elects to have medical coverage through August 31, a triple deduction for medical is taken from their June paycheck(s).

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. An insurance Separation from Service flyer is sent with the district's separation from service letter to each employee. In addition, covered employees will get COBRA information for medical coverage from Aetna, and for dental and vision coverage from FFA.

SUBSTITUTE PROCEDURES

PROTOCOL FOR SECURING SUBSTITUTES

Frontline/Absence Management (formerly AESOP)

Absence Management is the online, district-wide substitute coordination system. Teachers, aides, and other campus personnel report all absences from their regular assignment through the Absence Management (formerly AESOP) system.

New employees receive an Absence Management instructional form from HR by school e-mail with their individual staff credentials for logging into the system. 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 principal's secretaries are responsible for placing special needs or requests into the system and managing open assignments on a daily basis; the payroll department is responsible for reviewing all campuses vacancies and absences on a daily basis and assisting campus secretaries as needed in filling last-minute openings and long-term assignments; campus administrators are responsible for managing, reviewing and approving 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.

Substitute Position Chart

The positions below are automatically entered into the AESOP system for substitute use:

- Teachers
- Coaches
- Instructional/Sped Aides
- Campus Receptionists
- Nurses

If campus administration wishes for other quasi-instructional campus positions to be added, please contact HR (in writing via e-mail is preferred) with the position and the name of the permanent staff member for entry into AESOP (e.g., FLI, CLI Aide, etc.).

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 SECRETARIES	DISTRICT HR SUBSTITUTE HIRING
- input absences with proper notice into Absence Management (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 - comply with the system's random open selection process (exception for Special Education and long-term positions)	- manage leave approval and enforce policy rules for personal use - investigate substitute concerns, address minor issues directly with substitutes, gather investigative documentation as necessary, and report to HR Director as needed for major or repeated issues	- manage and fill any open substitute positions on campus on a daily basis - assist/guide substitutes reporting for duty - ensure substitutes properly sign in and out - answer campus or assignment-specific substitutes questions - assist teachers in placing hard-to-fill, long-term, or special needs positions - report concerns to the campus administrator - report system concerns or malfunctions to the HR district coordinator - train and manage proper absence notice of staff.	- 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 unfilled positions - maintain and send out current active substitute contact list to campuses - answer substitute and coordinator questions

PROPER USE OF ABSENCE CATEGORIES

The Absence Management 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.

Absence Category Chart

Below is a chart of the various absence categories listed within Absence Management (AESOP). Categories marked "Payroll/HR Administrative Use Only" should not be a selected option for any staff member. Each of those absence categories requires central office processing within the Payroll or HR Departments.

Absence Category	Description
ADML	▪ **Payroll/HR Administrative Use Only** ▪ used to indicate district-issued administrative types of leave
Dock (Unpaid Leave)	▪ leave used after all other forms of paid leave are exhausted, unpaid status ▪ if related to sickness or work-related injury, may or may not require administrator approval, depending on the circumstances (coordinate with HR) ▪ if a dock day is related to personal time off, dock leave requires advanced notice and is subject to administrator approval
Federal Military Days	▪ to be used only for active military personnel who are called to duty during workdays of the regular school year ▪ accompanied by other paperwork to be submitted to HR for processing this leave
Jury Duty	▪ to be used for half or full days missed for jury duty service ▪ requires submission of jury certificate (not just the summons) to Payroll

Personal	▪ if discretionary (employee choice and can be scheduled in advance – vacations, weddings, children's extracurricular events, etc.) requires 5-day notice from employee to supervisor; must be approved by supervisor based on campus/program needs (**use is not to exceed 5 consecutive days per Board Policy**) ▪ if non-discretionary (use of leave for illness, family emergency or death, or similar events that allow for little advanced notice), typically reported and taken in a similar fashion to sick leave ▪ can be used for personal or sick needs
School Related	▪ To be used in the event that an employee is missing a regular classroom assignment for one of the following reasons with prior approval from campus administration: ○ School-sponsored, extracurricular trips or hosted events ○ Participation in school committee meeting conducted during school hours (interview, leadership, ARD/504, DAC, etc.) ○ Curriculum writing/planning ○ STAAR Testing / Preparation ○ Kindergarten Roundup
Illness Leave	▪ can ONLY be used for sick leave (self or family), death in family, or family emergency ▪ Absence of more than 5 consecutive days requires medical certification of illness
Staff Development	▪ To be used in the event that an employee is missing a regular classroom assignment for one of the following reasons with prior approval from campus administration: ○ Professional development/continuing education – conferences, workshops, clinics, classroom or program observations, certification courses, training ○ Evaluative meetings with campus administration ○ Grade-level or department-level planning/PLCs ○ STAAR Training

Please review District leave policy HR manual or online School Board Policy & Administrative Regulations.

Use of Vacant Substitute Positions

Vacant substitute positions are created by campus secretaries when a substitute teacher is needed for the following reasons:

- A position is vacant mid-year that regularly receives a substitute teacher and must be filled until a new permanent hire can be placed into the open position.
- A position is needed for a “roaming substitute” who serves different teacher positions for professional development or school related.

SUBSTITUTE BUDGET GUIDELINES

General Information

1. Beginning with the school year budget, campuses will be responsible for their substitute costs and budgets.

2. The procedures for requesting a substitute have not changed nor has the nature of when and why substitutes are allowed.
3. However, campuses now have flexibility for the positions for which substitutes are requested
4. An absence in a permanent position must exist in order to request a Long-Term substitute.
5. Human Resources will continue to monitor substitute hiring and issues.

Basic Allotment

1. Substitute budgets are distributed based on a review of historical usage and staff numbers per campus. This allotment is intended to cover substitute costs for ALL reasons (sick leave, maternity leave, FMLA, personal days, professional development, school business, etc.). Outside of very rare, extenuating circumstances, no other allocation adjustments will be made. **Campuses are now responsible for the total cost of substitutes.**
   - **a.** Used a historical analysis to provide funding for typical absences seen in a year.
   - **b.** Business Services considered the number of current and projected staff.
   - **c.** All allocations will be entered by Business Services.
2. In order to monitor true use and necessary budget requirements for substitutes, campuses will not be allowed to move money into or out of the original allocation for substitutes.

Monitoring Expenditures

1. Access to the following accounts will be added to enable campus personnel to review balances and run reports.
   - a. 6112 – Professional Substitutes
   - b. 6122 – Auxiliary Substitutes (aides, monitors)

2. Reports from AESOP are available to report substitute usage by absence reason. These reports will run by Payroll on the first of each month and semi-monthly reflecting the prior month's usage to keep track of excessive absences (more than 5 or more consecutive days).

SUBSTITUTE TEACHER SPECIFICS

Substitute Hiring Process

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

1. complete and submit an online application.
2. submit an official transcript showing degree or coursework (high school diploma is required, bachelor's degree and Texas teaching certificate.
3. authorize and clear a national criminal history background check and fingerprints (paid by substitute);
4. attend substitute teacher orientation typically conducted once per year; and
5. sign and return the acknowledgment page at the end of the Substitute Teacher Handbook to HR
6. complete all the required e-files through TalenEd hiring system.

7. Once all documentation and training above is completed, the new substitute teachers are made active in AESOP. Once the substitute starts working are made active by payroll in VeriTime our time tracking system. It is also the substitute's responsibility to work at least 2 days per month to continue active in Aesop. If Substitute does not accept any jobs for a period of 6 months, the substitute will be inactivated and it will be necessary to re-apply for the position.

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 LVISD 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 enforces these responsibilities with assistance from HR as needed for more serious performance concerns. For a full understanding of all substitute teacher expectations and responsibilities, please review the LVISD Substitute Teacher Handbook.

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) workday. 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	7:00 – 3:30*	7:00 – 11:00 (no lunch)	11:00 – 3:30 (with 30-minute lunch)
Elementary Teacher	7:15 – 3:45*	7:15 – 11:15 (no lunch)	11:15 – 3:45 (with 30-minute lunch)
MS Teacher/Aide	8:15 – 4:15*	8:15 – 12:00 (no lunch)	12:00 – 4:15 (with 30-minute lunch)
HS Teacher/Aide	8:15 – 4:15*	8:15 – 12:15 (no lunch)	12:15 – 4:15 (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.

In the event that an assignment calls for a different period for reporting than the above schedule, the alternate period must be set by campus secretaries prior to that assignment being posted to Absence Management. Please note: Assignments through Absence Management must still fall under half-day or full-day increments, even if alternate times are requested.

TEMPORARY 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 Ascender (formerly Txeis) and the LVISD Payroll systems as a temporary employee.

Examples of a temporary employee:

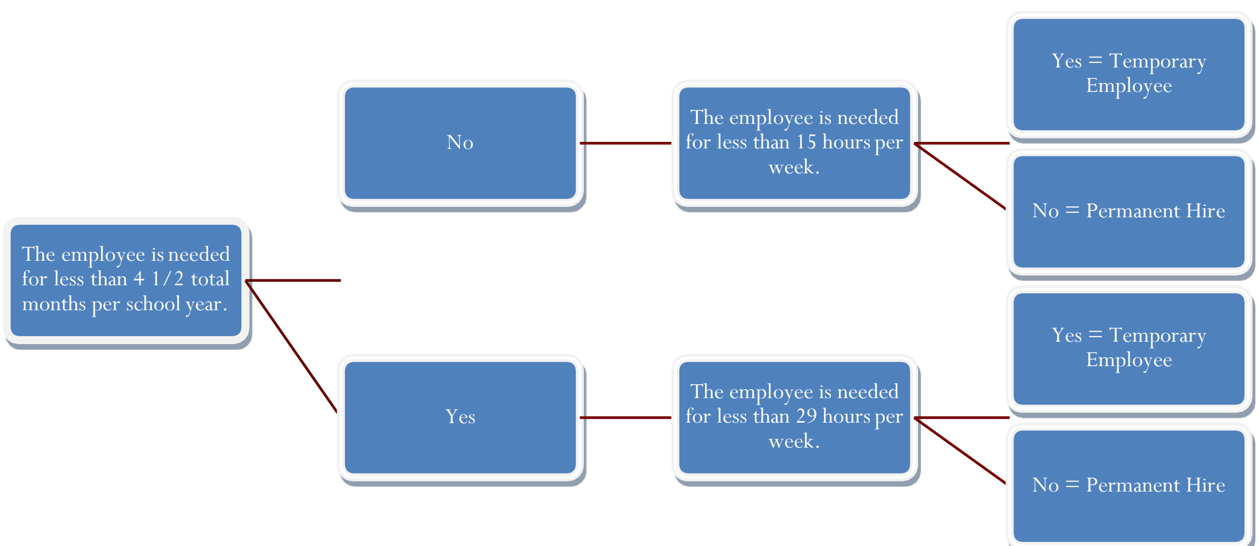
- Retired personnel (coaches, principals, administrators, etc.)
- Special Education related services professional
- Summer Students/workers
- Consulting
- Non-employee test proctor

If you are uncertain whether an individual falls under the temporary employee or vendor, contact the HR at Extension 2222 for guidance.

TEMPORARY VERSUS PERMANENT EMPLOYEE

Use of a temporary employee cannot circumvent the creation of a new permanent position. If the employee works for 4 ½ months during the year at 20 hours or more per week, then the position is eligible for TRS benefits and is considered a permanent position.

Please consult the following chart to determine whether use of a temporary employee or permanent employee is appropriate:



If the chart leads you to a permanent hire, please see the hiring section and begin the new hire process with a **New Position Request** form with the appropriate campus funding code entered on the form.

TEMPORARY EMPLOYMENT ONBOARDING PROCEDURES

Below are the steps in the Temporary Employment process:

1. **Campus/Department.**

   The Principal/Department Director completes and submits a **Temporary Employment Agreement** to HR at least 2 weeks in advance of the proposed start date, including all necessary information: name, contact information, position, location, funding code, rate of pay and anticipated dates and hours to be worked.

   A **Temporary Employment Agreement** must list all temporary assignments the individual will fulfill, as well as the rate of pay for the assignment(s). If the temporary employee will be doing this assignment again, the repeat assignment dates can be listed on the same form.

2. **HR/Business Review.**

   The HR Director reviews and approves the agreement or consults with the Principal/Department director to make any necessary changes needed before approval, then sends the agreement to the Superintendent for Finance and Operations for final budgetary review and approval.

3. **HR Onboarding.**

   HR, with assistance of the campus or department for contacting the new employee, then completes the onboarding steps below:

   A. Obtains written authorization from the recommended temporary employee for conducting a background (includes fingerprinting schedule and process if the employee has not previously worked for Texas schools).

   B. After completion of the background check, HR e-mails necessary hiring documents for the temporary employee to complete (I-9 form, W-4 form, etc.) and schedules an appointment for the Temporary Employee to submit the hiring documents, sign the **Temporary Employment Agreement**, and provide an employee ID badge. The Temporary Employee is trained by Payroll on the VeriTime clock-in system for tracking hours worked, typically during the same visit when feasible.

TRAINING

Annual employee training run by HR typically includes an alternating combination of the following subjects completed in August of each school year:

- FERPA and PPraTraining
- Blood-borne Pathogens
- Reporting Child Abuse Responsibilities
- Cyberbullying for Educators
- Sexual Harassment for Educators
- Suicide Awareness & Prevention

Employees are required to register in online system 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 online training system.

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.
If employee fails be in compliance by dateline with will receive only (2) warnings, a write up will proceed for the third insuborndination.

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 Edwards Risk Management 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

A campus/department must file a First Report of Injury once an employee or witness reports any injury, illness, or incident on the job. **If you have knowledge of an injury, you must report it. A report of injury must be created whether or not the employee consents or assists.**

FIRST REPORTS OF INJURY (FROI)

It is very important that the electronic First Report of Injury form be completed by the **employee's immediate supervisor or trained reporting personnel** (not the employee) as soon as possible (preferably immediately) This initial campus reporting process must be complete within 2 days of the report of the work-related injury or illness.

Please alert the HR Office immediately if an employee collapses at work for any reason and/or is transported by ambulance for emergency treatment.

Completing the Reporting Process

1. **Check on the injured employee and determine whether they intend to seek medical care.**
   If the employee requires emergency transport or immediate medical attention of an urgent nature, then any urgent-care or emergency provider will be covered for the initial visit.

2. **Complete the First Report of Injury (FROI) form and send it to HR office within 48 hours.**
   The campus supervisor is responsible to complete as much of the Employee Information, Occurrence Information, and Treatment Information as possible and send the report to HR office.

3. **If the injury/illness does not require immediate or emergent care, provide the Workers' Compensation Packet to the injured employee as soon as possible.**
   For non-emergent and continuing medical treatment, the medical providers seen must be within the Workers' Compensation Alliance specified in this packet. Any non-emergency medical treatment outside of the Alliance providers may be at the employee's own cost.

Several of the forms in this packet require the employee's signature, which you must obtain and submit to HR for filing.

This packet of forms and the instructions for completion of these forms are in a shared Google folder titled: "Workers' Compensation Forms" (also available upon request with HR).

Reporting Time Off

If an employee misses ***any*** amount of work due to the reported injury, the supervisor (or other trained reporting individual) must report missed time as soon as possible to HR, 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 Edwards Risk Management. In addition, HR will work with the injured employee regarding questions, restrictions, guidance, or issues that arise during processing.

Work Status Reports and Return to Work

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. discuss and report that determination with HR prior to the employee's return to work.

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