

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held July 16, 2009, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. General Functions
 - A. Call to Order
 - B. Roll Call
 1. Special Board Personnel/Policy Committee Members: Leticia E. Gonzalez - Chairperson; Sergio Coronado and Rachel Quintana
2. Administration
 - A. Review and recommendation of TASB Localized Update 85 3
Presenter: Dr. Pauline Dow
 - B. Review and possible revision to EJ(Local) Academic Guidance Program 4
Presenter: Dr. Pauline Dow
 - C. Review and possible revision to ED(Local) Organization of Instruction 5
Presenter: Dr. Pauline Dow
 - D. Review and possible revision to GKD(Local) Community Relations: Nonschool Use of School Facilities 6
Presenter: Dr. Pauline Dow
 - E. Review and possible revision to BP(Local) Administrative Regulations 9
Presenter: Dr. Pauline Dow
 - F. Review and possible revision to DEC(Local) Compensation and Benefits: Leaves and Absences 10
Presenter: Mrs. Renee O'Donnell
 - G. Review and possible revision to DEA(Local) Compensation and Benefits: Salaries, Wages and Stipends 47
Presenter: Mrs. Renee O'Donnell
 - H. Review CDA(Local) Other Revenues: Investments 52
Presenter: Mr. Tony Reza
 - I. Discussion of TASB Policy Review Seminar
Presenter: Dr. Pauline Dow
 - J. Comments/Input from community members on items discussed by Personnel/Policy Committee
3. Adjournment

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, Texas 79932

Mailing Address: PO Box 100
Canutillo, Texas 79835

Mr. Roger Parks
Interim Superintendent

(915) 877-7444
FAX (915) 877-7414
rparks@canutillo-isd.org

MEMORANDUM

TO: Members of the Board of Trustees

FROM: Roger Parks, Interim Superintendent

DATE: July 9, 2009

SUBJECT: Update 85

Please find enclosed, under separate cover, Update 85, Vantage Points: A Board Member's Guide to Update 85, and the 81st Legislative Session Final Bill Report.

ACADEMIC GUIDANCE PROGRAM

GUIDANCE AND
COUNSELING
SERVICES

The District's guidance and counseling services shall be designed primarily to provide ongoing assistance to enhance the educational development of all students [following the State and National model while supporting the school counselors core values.](#) ~~and~~ [Services](#) shall be included in and monitored through the District and campus planning process. [See BQ series]

AREAS OF STUDENT
NEED

The services may assist individuals or groups of students in:

1. Improving academic achievement.
2. Improving school attendance.
3. Improving school attitudes.
4. Developing self-confidence.
5. Developing healthy interpersonal relationships.
6. Developing life satisfaction.
7. Obtaining information to assist in choosing a potential career.
8. Researching available scholarships.
9. Obtaining information about colleges.

[Guidance and Counseling services should be delivered in compliance with the percentages agreed on the principal/counselor agreement or as directed by the state. \(See TEMPECS II\)](#)

[Counselors will follow the ASCA \(American School Counseling Association\) domains:](#)

- [Academic](#)
- [Career](#)
- [Personal/Social](#)

Guidance services shall be coordinated with the regular instructional program so that they contribute to a unified educational program. Guidance services shall operate with central coordination and shall be a cooperative project of the entire professional staff. Teachers shall use opportunities in the classroom, in extracurricular activities, and in contacts with parents to achieve guidance objectives. Qualified counselors shall supervise the standardized testing program [\(this duty should be under the testing coordinator not the counseling department.. Counselors ONLY assist not supervise. Testing is not a state mandated duty for counselors or a part of the state model\)](#) and provide personal, academic, and career guidance to students who need such services. [See FFE]

ORGANIZATION OF INSTRUCTION

The District schools shall be organized for instruction as follows:

1. Elementary: Pre-K-~~6~~5
2. Middle school: Grades ~~6~~7-8
3. High school: Grades 9-12.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

PUBLIC USE The Board recognizes the capital investment the community has in the District facilities and equipment and believes that facilities and equipment should be available for legitimate community purposes, particularly for those activities that serve the best interests of students. The Board, therefore, permits public use of designated school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with this policy. In order to prevent excessive wear and tear, the Board shall limit the use of the high school stadium and high school auditorium solely to the District and other educational institutions and groups.

APPROVAL OF USE All requests for use of District facilities or equipment shall be submitted to the associate superintendent.

Requests for use by individuals, groups, or organizations to use facilities or equipment for financial profit, partisan political reasons, religious purposes, or serving the individual or group self interest shall be approved by the Board.

All other requests shall be approved by the associate superintendent.

See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property or when violence or vandalism has been threatened against school property or personnel.

EXCEPTION No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.

AVAILABILITY Some school facilities may not be available on Saturdays, Sundays, or holidays. Unless special arrangements are made, facilities shall not be used later than 10:00 p.m.

CONTRACTS

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

The Superintendent or designee is the only District agent authorized to enter into rental contracts for use of District facilities.

All requests by individuals, groups, or business organizations desiring to use District facilities or equipment for financial profit shall be approved by the Board.

All contracts shall be reviewed by the associate superintendent and the executive director for business services before being forwarded to the Superintendent or designee for approval and signature. All negotiations required before final execution of the contract shall be carried out by the Superintendent designee.

The Board shall not be responsible for any debts incurred by individuals, groups, or business organizations using District facilities or equipment that are not directly under the control of the Board, except as expressly authorized by the Board or the administration. Vendors shall be so notified by the administration.

PRIORITIES

Priorities for scheduling the use of school facilities shall be as follows:

1. The requirements of the school program shall receive first consideration in the assignment of school facilities and equipment.
2. Approved youth groups within the community shall be given consideration over adult groups. Participating students who live in the Canutillo attendance zone will be given priority over students who live outside of the attendance zone.
3. School-related functions and organizations such as parent-teacher organizations and others shall be given priority over nonschool-related organizations and functions.
4. Other groups, serving the best interest of students for the betterment of the community, may use facilities or equipment on a fee basis.

FEES

Except for school-sponsored groups and school-support groups, users shall be charged a fee for operation, supervision, and clean-up costs at designated facilities. School-sponsored organizations and approved youth groups may be charged a fee if use of facilities is at a time custodial staff are not normally on duty or if unusual demands are made of the custodial staff.

The Superintendent shall publish a schedule of fees for the use of facilities.

Facility fees shall not apply when school buildings are used as polling places for public elections, for precinct and county conven-

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

tions, or for public meetings sponsored by state or local governmental agencies.

Facility fees shall not apply to meetings of employee organizations.

EMERGENCIES OR
DISASTERS

The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters.

REQUIRED CONDUCT

Organizations using school facilities shall:

1. Conduct their business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products on school property.
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

RELEASE OF LIABILITY

Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property. All groups using school facilities shall be responsible for the cost of damages incurred during their use.

ADMINISTRATIVE REGULATIONS

DEVELOPMENT	<p>The Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. Procedures must be consistent with Board policy and law and shall be designed to promote the achievement of District goals and objectives.</p> <p>These procedures shall constitute the administrative regulations of the District and shall consist of guides, handbooks, and forms, as well as other documents defining standard operating procedure and designated "Regulations."</p> <p>All administrative regulations shall be under the direction of the Superintendent; variations from defined procedures shall be with the prior approval of the Superintendent. Administrative regulations are subject to Board review but shall not be adopted by the Board. In case of conflict between the administrative regulations and policy, policy shall prevail.</p>
REVISION	<p>Administrative regulations may be amended at any time by the Superintendent or designated staff, with the prior approval of the Superintendent.</p>
OFFICIAL COPY	<p>The official copy of all documents constituting administrative regulations shall be kept in the Superintendent's office, and the Superintendent or designee shall be responsible for their accuracy. If discrepancies occur among different copies of administrative regulations distributed throughout the District, the official copy shall be regarded as authoritative.</p>
AVAILABILITY	<p>All administrative regulations, including manuals, guides, handbooks, and forms, shall be kept up-to-date and shall be made accessible to staff and the public on the District's website, and as required by the Public Information Chapter of the Government Code. [See GBA]</p>

DEC(LOCAL) Policy Development Worksheet

Compensation and Benefits: Leaves and Absences

Revised 5/19/09

Contact Information
District: Canutillo ISD
County-District number: 071907
Your name: Dr. Pauline Dow

The **Leaves and Absences Starting Points** incorporates changes from a number of new laws (discussed in the explanatory material accompanying this worksheet) along with editorial changes designed to make policy DEC(LOCAL) easier to read and use. Completing the worksheet that follows will help the district review and update its practices regarding leaves and absences.

Even if your district does not amend its existing practices regarding leaves and absences, it is crucial that you complete the worksheet so that your policy will reflect the changes in law.

Please Note: Because leave provisions are incorporated into employee contracts, TASB attorneys caution that a district should not reduce an employee's leave entitlement after the penalty-free resignation date (45 days before the first day of instruction). Please contact the district's attorney or TASB Legal Services if you have questions.

Completing the worksheet electronically

Your policy consultant will be able to process this policy change more quickly if you complete this worksheet in Word using the document provided online in the *Policy Service Resource Library* at http://www.tasb.org/services/policy/mytasb/starting_points/leave/.

Please be aware that the district's current DEC(LOCAL) policy will be replaced by new policy text based on your responses to this worksheet. You will need to paste into the worksheet or attach any provisions from your current DEC(LOCAL) policy you wish to retain.

Key Steps:

1. Please make certain you have completed the contact information at left.
2. Read carefully through the attached explanatory material that accompanies this document (also available online in the **Starting Points** section of the *Policy Service Resource Library*). Sections and blocks in the worksheet match corresponding labels in the explanatory text.
3. In the worksheet's left-hand column labeled **Make choices here**, type an "X" beside every statement that applies for each block of policy. If you have questions or extra comments, please type them below the heading labeled "District comments/questions."
4. In the right-hand column labeled **Make changes here**, you can fill in empty blanks, alter the default policy text, or paste locally crafted policy text where you think it ought to go. Word's "Track Changes" feature will annotate all of your edits. If you need help with Track Changes (to turn off the "balloons," for instance) Ctrl+click the following links for instructions in [Word 2007](#) and [Word 2003](#).
5. Before the board has adopted your new policy, e-mail the completed worksheet to your policy consultant or Policy.Service@TASB.org with the words "DEC Worksheet" in the subject line. Your policy consultant will prepare a draft of the new policy for you and your board of trustees to review and adopt.
6. Make plans to communicate the new policy to your staff and to adjust or develop administrative regulations or procedures, as needed, to align with this new policy. DEC is considered an employment policy that must be provided to contract employees.
7. Be sure to notify us of adoption at pol-support@tasb.org so we can update the district's *Policy On Line* and our records.

Call your policy consultant at 800-580-7529 or 512-467-0222 if you have any questions.

DEC(LOCAL) Policy Development Worksheet

Compensation and Benefits: Leaves and Absences

Revised 5/19/09

Completing the worksheet on paper

If completing the worksheet electronically and e-mailing it are not options for you, then please mark a hard copy of the worksheet clearly and mail the completed form to:

TASB Policy Service
P.O. Box 400
Austin, TX 78767-0400

Keep a copy for your records!

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This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. It is important for you to consult with the district's attorneys in order to apply these legal principles to specific fact situations.

Recommended Local Policy Provisions

Section I—Definitions and Administration	Make changes here	Make changes here
<p>Section I, block 1</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p>___ The text is acceptable as presented.</p> <p><u>X</u> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>DEFINITIONS</p> <p>FAMILY</p> <p>The term “immediate family” is defined as:</p> <ol style="list-style-type: none"> 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 <i>in loco parentis</i>, <u>up to the age of 18 or if they have a disability as defined by the ADA.</u> 3. Parent, stepparent, parent-in-law, or other individual who stands <i>in loco parentis</i> 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. <p>For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).</p> <p>FAMILY EMERGENCY</p> <p>The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.</p> <p>WORKDAY</p> <p>A “workday” for purposes of earning, use, or recording shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.</p>	

Recommended Local Policy Provisions

Section I—Definitions and Administration	Make changes here	Make changes here
<p>Section 1, block 2 (optional)</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p>___ Omit this text—the district does not use this provision.</p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p>___ The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>DEFINITIONS, continued</p> <p>Optional paragraph:</p> <p>CATASTROPHIC ILLNESS OR INJURY</p> <p>A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Complications resulting from pregnancy shall be treated the same as any other condition.</p>	
<p>Section I, block 3</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> Alternative #1 is preferred.</p> <p><input checked="" type="checkbox"/> Alternative #2 is preferred.</p> <p>___ The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>AVAILABILITY</p> <p>Alternative #1</p> <p>The District shall make paid leave for the current year available for use at the beginning of the school year.</p> <p>Alternative #2</p> <p>The District shall make state personal leave for the current year available for use at the beginning of the school year. Local leave shall be made available as earned.</p>	

Recommended Local Policy Provisions

Section I—Definitions and Administration	Make changes here	Make changes here
<p>Section I, block 4</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>AVAILABILITY, continued</p> <p>The District shall not approve paid leave for more workdays than have been accumulated in prior years plus those to be earned during the current year. Any absences beyond available paid leave shall result in deductions from the employee’s pay.</p>	
<p>Section I, block 5</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>EARNING LEAVE</p> <p>An employee shall not earn leave when he or she is in unpaid status.</p> <p>An employee using full or proportionate paid leave shall be considered to be in paid status.</p> <p>When an employee has used more leave than he or she has earned, the District shall deduct the cost of unearned leave days from the employee’s final paycheck for the year or from the last paycheck after the employee ceases to be employed by the District.</p>	

Recommended Local Policy Provisions

Section I—Definitions and Administration	Make changes here	Make changes here
<p>Section I, block 6</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> Alternative #1 is preferred.</p> <p><input type="checkbox"/> Alternative #2 is preferred.</p> <p><input type="checkbox"/> Alternative #3 is preferred.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p>See also PAID OFFSET LEAVE on page 6 of the explanatory text and in Section VI, block 2 of this worksheet.</p> <p><i>District comments/questions (type below):</i></p>	<p>RECORDING</p> <p>Leave shall be recorded as follows:</p> <p>Alternative #1</p> <ol style="list-style-type: none"> 1. For positions for which a substitute is normally required, leave shall be recorded in half-day increments, even if a substitute is not employed. 2. For positions for which a substitute is not normally required, leave shall be recorded on an hourly basis. 3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments. 4. [for offsetting districts] If the employee chooses to offset leave against workers' compensation benefits, leave shall be recorded in the amount used. <p>Alternative #2</p> <ol style="list-style-type: none"> 1. Leave shall be recorded in half-day increments for all employees. 2. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments. 3. [for offsetting districts] If the employee chooses to offset leave against workers' compensation benefits, leave shall be recorded in the amount used. <p>Alternative #3</p> <ol style="list-style-type: none"> 1. Leave shall be recorded in increments of one hour for all employees. 2. [for offsetting districts] If the employee chooses to offset leave against workers' compensation benefits, leave shall be recorded in the amount used. 	

Recommended Local Policy Provisions

Section I—Definitions and Administration	Make changes here	Make changes here
<p>Section I, block 7</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><u> X </u> The text is acceptable as presented.</p> <p><u> </u> The text (or the list order) needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>ORDER OF USE</p> <p>Earned compensatory time shall be used before any available paid state and local leave. [See DEA]</p> <p>Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:</p> <ol style="list-style-type: none"> 1. Local leave. 2. State sick leave accumulated before the 1995–96 school year. 3. State personal leave. 	

Recommended Local Policy Provisions

Section I—Definitions and Administration	Make changes here	Make changes here
<p>Section I, block 8</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> Alternative #1 is preferred.</p> <p><input type="checkbox"/> Alternative #2 is preferred.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>CONCURRENT USE OF LEAVE</p> <p>When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.</p> <p><i>Alternative #1</i></p> <p>The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.</p> <p><i>Alternative #2</i></p> <p>Temporary disability leave shall apply after all paid leave and compensatory time is exhausted, and all shall run concurrently with FMLA leave.</p>	
<p>Section I, block 9</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>An employee receiving workers’ compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.</p>	

Recommended Local Policy Provisions

Section I—Definitions and Administration	Make changes here	Make changes here
<p>Section I, block 10</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><u> X </u> The text is acceptable as presented (with the value for consecutive workdays provided at right).</p> <p><u> </u> The text needs the modifications shown at right, in addition to the value provided for consecutive workdays.</p> <p><i>District comments/questions (type below):</i></p>	<p>MEDICAL CERTIFICATION</p> <p>An employee shall submit medical certification of the need for leave if:</p> <ol style="list-style-type: none"> 1. The employee is absent more than 3 consecutive workdays because of personal illness or illness in the immediate family; 2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; 3. The employee requests FMLA leave for the employee’s serious health condition or that of a spouse, parent, or child; or 4. The employee requests FMLA leave for military caregiver purposes. <p>In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]</p> <p>Note: For District contribution to employee insurance during leave, see CRD(LOCAL).</p>	

Recommended Local Policy Provisions

Section II—State Personal Leave	Make changes here	Make changes here
<p>Section II, block 1</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>STATE PERSONAL LEAVE</p> <p>For purposes of this section, each employee shall earn state personal leave up to the statutory maximum of five workdays annually at the rate established in administrative regulations.</p> <p>The Board requires employees to differentiate the manner in which state personal leave is used:</p> <p>NON-DISCRETIONARY USE</p> <p>Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]</p>	<p>Optional paragraph:</p> <p>Non-discretionary use also includes leave for well-baby care within the first year after birth, adoption, or placement of a child.</p>
<p>Section II, block 2 (optional)</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> Omit this text—the district does not use this provision.</p> <p><input type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>Optional paragraph:</p> <p>Non-discretionary use also includes leave for well-baby care within the first year after birth, adoption, or placement of a child.</p>	

Recommended Local Policy Provisions

Section II—State Personal Leave	Make changes here	Make changes here
<p>Section II, block 3</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>STATE PERSONAL LEAVE, continued</p> <p>DISCRETIONARY USE</p> <p>Discretionary use of leave is at the individual employee’s discretion, subject to limitations set out below.</p> <p>LIMITATIONS</p> <p>REQUEST FOR LEAVE</p> <p>The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee’s absence on the educational program or District operations, as well as the availability of substitutes.</p>	
<p>Section II, block 4 (optional)</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input type="checkbox"/> Omit this text—the district does not use this provision.</p> <p><input checked="" type="checkbox"/> The text is acceptable as presented (with the value for consecutive workdays provided at right).</p> <p><input type="checkbox"/> The text needs the modifications shown at right, in addition to the value provided for consecutive workdays.</p> <p><i>District comments/questions (type below):</i></p>	<p>Optional paragraph:</p> <p>DURATION OF LEAVE</p> <p>Discretionary use of state personal leave shall not exceed 3 consecutive workdays.</p>	

Recommended Local Policy Provisions

Section III—Local Leave	Make choices here	Make changes here
<p style="text-align: center;"><i>Place an "x" in the blank if the district does not provide local leave in addition to state personal leave, then skip forward to FAMILY AND MEDICAL LEAVE in Section IV below. (See page 4 of the explanatory text for more information.)</i></p>		
<p>Section III, block 1</p> <p><i>Indicate your choice by typing an "x" below:</i></p> <p><input checked="" type="checkbox"/> Alternative #A-1 is preferred.</p> <p><input type="checkbox"/> Alternative #A-2 is preferred.</p> <p><input type="checkbox"/> Alternative #A-3 is preferred.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p style="text-align: center;">LOCAL LEAVE</p> <p><i>Alternative #A-1</i> All employees</p> <p><i>Alternative #A-2</i> Professional and paraprofessional employees shall earned local leave in accordance with administrative regulations as described below: 180-197 day work calendars earn 5.0 local leave 198-215 day work calendars earn 6.0 local leave. 216+ day work calendars earn 7.0 local leave.</p> <p><i>Alternative #A-3</i> Paraprofessional/auxiliary employees</p>	
<p>Section III, block 2</p> <p><i>Indicate your choice by typing an "x" below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented (with the number of workdays of local leave provided at right).</p> <p><input type="checkbox"/> The text needs the modifications shown at right, in addition to the number of workdays of local leave</p>	<p>shall earn 5 workdays of paid local leave per school year in accordance with administrative regulations.</p> <p><u>180-197 day work calendars earn 5.0 local leave</u></p> <p><u>198-215 day work calendars earn 6.0 local leave.</u></p> <p><u>216+ day work calendars earn 7.0 local leave.</u></p>	

Recommended Local Policy Provisions

Section III—Local Leave	
Make choices here	Make changes here
<p>provided.</p> <p><i>District comments/questions (type below):</i></p>	

Recommended Local Policy Provisions

Section III—Local Leave	Make changes here	Make changes here
<p>Section III, block 3</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p>___ Alternative #B-1 is preferred.</p> <p>___ Alternative #B-2 is preferred (with the number of workdays provided at right).</p> <p><u>X</u> Alternative #B-3 is preferred.</p> <p>___ The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>LOCAL LEAVE, continued</p> <p><i>Alternative #B-1</i></p> <p>Local leave shall be noncumulative.</p> <p><i>Alternative #B-2</i></p> <p>Local leave shall accumulate to a maximum of workdays.</p> <p><i>Alternative #B-3</i></p> <p>Local leave shall accumulate without limit.</p>	
<p>Section III, block 4</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p>___ Alternative #C-1 is preferred.</p> <p><u>X</u> Alternative #C-2 is preferred.</p> <p>___ The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p><i>Alternative #C-1</i></p> <p>Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year. [See DEC(LEGAL)]</p> <p><i>Alternative #C-2</i></p> <p>Local leave shall be used according to the terms and conditions of state personal leave. [See STATE PERSONAL LEAVE, above]</p>	
<p>Please note: <i>If the district has an extended sick leave program, a sick leave pool, or a sick leave bank, your policy consultant will insert those provisions here in the district’s policy. To ensure that your consultant has the correct text, please complete the appropriate Supplemental Local Policy Provisions located at the end of this worksheet.</i></p>		

Recommended Local Policy Provisions

Section IV—Family and Medical Leave	Make changes here
Make choices here	Make changes here
<p>___ Place an "X" in the blank if the district has fewer than 50 employees and does not extend FMLA benefits to employees, then skip forward to TEMPORARY DISABILITY LEAVE in Section V below. (See page 5 of the explanatory text for more information.)</p> <p>Section IV, block 1</p> <p><i>Indicate your choice by typing an "x" below:</i></p> <p>___ Alternative #1 is preferred.</p> <p>___ Alternative #2 is preferred.</p> <p>___ Alternative #3 is preferred.</p> <p>___ Alternative #4 is preferred.</p> <p><u>X</u> Alternative #5 is preferred.</p> <p>___ The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>FAMILY AND MEDICAL LEAVE</p> <p>TWELVE-MONTH PERIOD</p> <p>For purposes of an employee's entitlement to FMLA, the 12-month period shall</p> <p><i>Alternative #1</i></p> <p>begin on the first duty day of the school year.</p> <p><i>Alternative #2</i></p> <p>be July 1 through June 30.</p> <p><i>Alternative #3</i></p> <p>be the calendar year.</p> <p><i>Alternative #4</i></p> <p>be measured backward from the date an employee uses FMLA leave.</p> <p><i>Alternative #5</i></p> <p>be measured forward from the date an individual employee's first FMLA leave begins.</p>

Recommended Local Policy Provisions

Section IV—Family and Medical Leave	Make changes here
<p align="center">Make choices here</p> <p>Section IV, block 2</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> Alternative #1 is preferred.</p> <p><input type="checkbox"/> Alternative #2 is preferred.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p align="center">Make changes here</p> <p>FAMILY AND MEDICAL LEAVE, continued</p> <p>COMBINED LEAVE FOR SPOUSES</p> <p><i>Alternative #1</i></p> <p>If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]</p> <p><i>Alternative #2</i></p> <p>If both spouses are employed by the District, the District shall not limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks, nor shall the District limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]</p>

Recommended Local Policy Provisions

Section IV—Family and Medical Leave	Make changes here	Make changes here
<p>Section IV, block 3</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> Alternative #1 is preferred.</p> <p><input type="checkbox"/> Alternative #2 is preferred.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>FAMILY AND MEDICAL LEAVE, continued</p> <p>INTERMITTENT OR REDUCED SCHEDULE LEAVE</p> <p><i>Alternative #1</i></p> <p>The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]</p> <p><i>Alternative #2</i></p> <p>The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]</p>	

Recommended Local Policy Provisions

<p>Section IV—Family and Medical Leave</p>	<p>Make changes here</p>
<p>Section IV, block 4</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><u> X </u> The text is acceptable as presented.</p> <p><u> </u> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p align="center">Make changes here</p> <p>FAMILY AND MEDICAL LEAVE, continued</p> <p>CERTIFICATION OF LEAVE</p> <p>If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]</p> <p>FITNESS-FOR-DUTY CERTIFICATION</p> <p>If an employee takes FMLA leave due to the employee’s own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee’s ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.</p> <p>END OF SEMESTER LEAVE</p> <p>If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), LEAVE AT THE END OF A SEMESTER]</p> <p>FAILURE TO RETURN</p> <p>If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]</p>

Recommended Local Policy Provisions

Section V—Temporary Disability Leave	Make changes here	Make changes here
<p>Section V, block 1</p> <p><i>Indicate your choice by typing an "x" below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>TEMPORARY DISABILITY LEAVE</p> <p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for reinstatement.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.</p>	

Recommended Local Policy Provisions

Section VI—Workers' Compensation	Make changes here	Make changes here
<p>Section VI, block 1</p> <p><i>Indicate your choice by typing an "x" below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>Section VI, block 1</p> <p><i>Indicate your choice by typing an "x" below:</i></p> <p><input type="checkbox"/> Alternative #1 is preferred.</p> <p><input checked="" type="checkbox"/> Alternative #2 is preferred.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]</p> <p>WORKERS' COMPENSATION</p> <p>An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.</p> <p>Alternative #1</p> <p>An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use paid leave.</p> <p>Alternative #2</p> <p>PAID LEAVE OFFSET</p> <p>An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use available partial-day increments of paid leave to make up the difference between the employee's income benefits and the pre-injury wage. [See CRE]</p>

Recommended Local Policy Provisions

Section VII—Miscellaneous	
Make choices here	Make changes here
<p>Section VII, block 1</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p> <p><i>Please note: If the district has an annual reimbursement of leave program or reimburses leave upon separation of employment, your policy consultant will insert those provisions here in the district’s policy. To ensure that your consultant has the correct text, please complete the appropriate Supplemental Local Policy Provisions located at the end of this worksheet.</i></p>	<p>COURT APPEARANCES</p> <p>Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee’s pay or leave balance.</p>

Supplemental Local Policy Provisions

Along with the policy text above, we have developed a supplemental worksheet of optional provisions pertaining to extended sick leave, sick leave pools, sick leave banks, annual reimbursement of leave, and reimbursement of leave upon separation. These provisions will not be appropriate for every district. Since many districts use one or more of these concepts, however, the enclosed samples may serve as the basis for policy text. Please consider these provisions carefully, complete only the portions of this worksheet that are applicable to your district, and review the provisions with the district's attorney.

Section VIII—Extended Sick Leave (Optional)	
Make choices here	Make changes here
<p><u> X </u> Place an X in the blank if the district does not currently offer or wish to adopt an extended sick leave program, then please skip forward to the next section of the worksheet.</p>	
<p>Section VIII, block 1</p> <p>Which group of employees would be eligible for extended sick leave?</p> <p>Indicate your choice by typing an “x” below:</p> <p>___ Alternative #1 is preferred.</p> <p>___ Alternative #2 is preferred.</p> <p>___ Alternative #3 is preferred.</p> <p>___ The text needs the modifications shown at right.</p> <p>District comments/questions (type below):</p>	<p>EXTENDED SICK LEAVE</p> <p>After all available state and local leave days have been exhausted,</p> <hr/> <p>Alternative #A-1 an employee</p> <hr/> <p>Alternative #A-2 a full-time employee</p> <hr/> <p>Alternative #A-3 a professional employee</p> <hr/>

Section VIII—Extended Sick Leave (Optional)	Make changes here
<p>Section VIII, block 2 <i>(Please fill in the blank at right with the maximum number of workdays.)</i></p> <p><i>For what purposes can extended sick leave be used?</i></p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p>___ Alternative #B-1 is preferred.</p> <p>___ Alternative #B-2 is preferred.</p> <p>___ Alternative #B-3 is preferred.</p> <p>___ X Alternative #B-4 is preferred.</p> <p>___ The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>Make changes here</p> <p>EXTENDED SICK LEAVE, continued</p> <p>shall be granted in a school year a maximum of workdays of extended sick leave to be used</p> <p><i>Alternative #B-1</i> only for the employee’s own personal illness or injury, including pregnancy-related illness or injury.</p> <p><i>Alternative #B-2</i> only for the employee’s own catastrophic illness or injury, including pregnancy-related illness or injury.</p> <p><i>Alternative #B-3</i> for the employee’s personal illness or injury, including pregnancy-related illness or injury, or for absences related to the illness or injury of a member of the employee’s immediate family.</p> <p><i>Alternative #B-4</i> for the employee’s catastrophic illness or injury, including pregnancy-related illness or injury, or for absences related to the catastrophic illness or injury of a member of the employee’s immediate family.</p>

Section VIII—Extended Sick Leave (Optional)	Make changes here
<p>Section VIII, block 3</p> <p>Choose <u>one</u> or <u>both</u> of the following <u>only</u> if the district wishes to restrict or delay eligibility for extended sick leave.</p> <p>Indicate your choice by typing an “x” below:</p> <p>___ Omit this text—the district does not use either restriction.</p> <p>___ Alternative #C-1, with the number of workdays filled in at right.</p> <p>___ Alternative #C-2, with the number of workdays filled in at right.</p> <p>___ Alternatives #C-1 and #C-2, with the numbers of workdays filled in at right.</p> <p>___ The text needs the modifications shown at right.</p> <p>District comments/questions (type below):</p>	<p>EXTENDED SICK LEAVE, continued</p> <p>To be eligible for extended sick leave, the employee shall have been absent at least</p> <p>Alternative #C-1</p> <p>___ consecutive workdays.</p> <p>Alternative #C-2</p> <p>___ workdays without pay.</p>
<p>Section VIII, block 4</p> <p>Indicate your choice by typing an “x” below:</p> <p>___ The text is acceptable as presented.</p> <p>___ The text needs the modifications shown at right.</p> <p>District comments/questions (type below):</p>	<p>A written request for extended sick leave must be accompanied by medical certification of the illness or injury.</p>

Section VIII—Extended Sick Leave (Optional)	Make changes here
<p style="text-align: center;">Make choices here</p> <p>Section VIII, block 5</p> <p><i>What amount will be deducted from the employee's pay for each day of extended sick leave taken?</i></p> <p><i>Indicate your choice by typing an "x" below:</i></p> <p>___ Alternative #D-1 is preferred.</p> <p>___ Alternative #D-2 is preferred.</p> <p>___ Alternative #D-3 is preferred.</p> <p><input checked="" type="checkbox"/> Alternative #D-4 is preferred.</p> <p>___ The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p style="text-align: center;">Make changes here</p> <p>EXTENDED SICK LEAVE, continued</p> <p>Alternative #D-1</p> <p>The average daily rate of pay of a substitute for the employee's position shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.</p> <p>Alternative #D-2</p> <p>For professional employees, the average daily rate of pay of a substitute shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed. For employees other than professionals, an amount equal to one-third the individual employee's daily rate of pay shall be deducted for each day of extended sick leave taken.</p> <p>Alternative #D-3</p> <p>The average daily rate of pay of a substitute (or a proportionate amount established by the Board by personnel classification) shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.</p> <p>Alternative #D-4</p> <p>Extended sick leave shall be taken with no loss in pay.</p>

Supplemental Local Policy Provisions

Section IX—Sick Leave Pool (Optional)	Make changes here	Make changes here
<p>Place an X in the blank if the district does not currently use or wish to adopt a sick leave pool program, then please skip forward to the next section of the worksheet.</p>		
<p>Section IX, block 1</p> <p><i>Is the pool available only for an employee's illness or for the illness of a family member as well?</i></p> <p><i>Indicate your choice by typing an "x" below:</i></p> <p><input checked="" type="checkbox"/> Alternative #A-1 is preferred.</p> <p><input type="checkbox"/> Alternative #A-2 is preferred.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>SICK LEAVE POOL</p> <p>An employee who has exhausted all paid leave and</p> <hr/> <p><i>Alternative #A-1</i></p> <p>who suffers from a catastrophic illness or injury</p> <hr/> <p><i>Alternative #A-2</i></p> <p>who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family</p> <hr/>	
<p>Section IX, block 2</p> <p><i>Which type of leave may be donated to the pool?</i></p> <p><i>Indicate your choice by typing an "x" below:</i></p> <p><input type="checkbox"/> Alternative #B-1 is preferred.</p> <p><input type="checkbox"/> Alternative #B-2 is preferred.</p> <p><input checked="" type="checkbox"/> Alternative #B-3 is preferred.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>may request the establishment of a sick leave pool, to which District employees may donate</p> <hr/> <p><i>Alternative #B-1</i></p> <p>only local leave</p> <hr/> <p><i>Alternative #B-2</i></p> <p>only state personal leave</p> <hr/> <p><i>Alternative #B-3</i></p> <p>local leave or state personal leave</p> <hr/>	

Supplemental Local Policy Provisions

Section IX—Sick Leave Pool (Optional)	Make changes here	Make changes here
<p>Section IX, block 3</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>SICK LEAVE POOL, continued</p> <p>for use by the eligible employee. If the employee is unable to submit the request, a member of the employee’s family or the employee’s supervisor may submit the request to establish a sick leave pool.</p> <p>The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.</p> <p>The Superintendent or designee shall develop regulations for the implementation of the sick leave pool that address the following:</p> <ol style="list-style-type: none"> 1. Procedures to request the establishment of a sick leave pool; 2. The maximum number of days an employee may donate to a sick leave pool; 3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and 4. The return of unused days to donors. 	
<p>Section IX, block 4</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>APPEAL</p> <p>All decisions regarding the establishment or implementation of the District’s sick leave pool may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or designee.</p>	

Supplemental Local Policy Provisions

Section X—Sick Leave Bank (Optional)	Make changes here	Make changes here
<p>X Place an X in the blank if the district does not currently use or wish to adopt a sick leave bank program, then please skip forward to the next section of the worksheet.</p>		
<p>Section X, block 1</p> <p>Which type of leave may be contributed to the bank?</p> <p>Indicate your choice by typing an “x” below:</p> <p>___ Alternative #A-1 is preferred.</p> <p>___ Alternative #A-2 is preferred.</p> <p>___ Alternative #A-3 is preferred.</p> <p>___ The text needs the modifications shown at right.</p> <p>District comments/questions (type below):</p>	<p>SICK LEAVE BANK</p> <p>The District shall establish a sick leave bank that employees may join through contribution of</p> <p>Alternative #A-1 local leave.</p> <p>Alternative #A-2 state personal leave.</p> <p>Alternative #A-3 local leave or state personal leave.</p>	
<p>Section X, block 2</p> <p>Can leave be requested only for an employee’s illness or for the illness of a family member as well?</p> <p>Indicate your choice by typing an “x” below:</p> <p>___ Alternative #B-1 is preferred.</p> <p>___ Alternative #B-2 is preferred.</p> <p>___ The text needs the modifications shown at right.</p> <p>District comments/questions (type below):</p>	<p>Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if</p> <p>Alternative #B-1 the employee experiences a catastrophic illness or injury and has exhausted all paid leave.</p> <p>Alternative #B-2 the employee or a member of the employee’s immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave.</p>	

Supplemental Local Policy Provisions

Section X—Sick Leave Bank (Optional)	Make changes here	Make changes here
<p>Section X, block 3</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p>_____ The text is acceptable as presented.</p> <p>_____ The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>SICK LEAVE BANK, continued</p> <p>If the employee is unable to request leave from the sick leave bank, a member of the employee’s family or the employee’s supervisor may submit the request.</p> <p>The Superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:</p> <ol style="list-style-type: none"> 1. Membership in the sick leave bank, including the number of days an employee must donate to become a member; 2. Procedures to request leave from the sick leave bank; 3. The maximum number of days per school year a member employee may receive from the sick leave bank; 4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; 5. Other procedures deemed necessary for the operation of the sick leave bank. 	
<p>Section X, block 4</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p>_____ The text is acceptable as presented.</p> <p>_____ The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>APPEAL</p> <p>All decisions regarding the sick leave bank may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or designee.</p>	

Supplemental Local Policy Provisions

Section XI—Annual Reimbursement of Leave (Optional)	Make changes here
Make choices here	Make changes here
<p><u> X </u> Place an X in the blank if the district does not currently reimburse leave on an annual basis or wish to adopt an annual reimbursement program, then please skip forward to the next section of the worksheet.</p>	
<p>Section XI, block 1</p> <p>Which group of employees would be eligible for an annual reimbursement of leave?</p> <p>Indicate your choice by typing an “x” below:</p> <p>___ Alternative #A-1 is preferred.</p> <p>___ Alternative #A-2 is preferred.</p> <p>___ Alternative #A-3 is preferred.</p> <p><u> X </u> The text needs the modifications shown at right.</p> <p>District comments/questions (type below):</p>	<p>ANNUAL REIMBURSEMENT OF LEAVE</p> <p><i>Alternative #A-1</i></p> <p>All employees <u>All teachers and food service employees.</u></p> <p><i>Alternative #A-2</i></p> <p>All full-time employees</p> <p><i>Alternative #A-3</i></p> <p>All professional employees</p>

Supplemental Local Policy Provisions

Section XI—Annual Reimbursement of Leave (Optional)	Make changes here	Make changes here
<p>Section XI, block 2</p> <p><i>Will the district automatically make annual reimbursement to all eligible employees or will the district reimburse leave only if the employee requests reimbursement?</i></p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p>___ Alternative #B-1 is preferred (with the value for maximum reimbursement of unused leave provided at right).</p> <p>___ Alternative #B-2 is preferred (with the value for maximum reimbursement of unused leave provided at right).</p> <p>___ The text needs the modifications shown at right, in addition to the value provided for maximum reimbursement of leave.</p> <p>What type of leave does the district reimburse?</p> <p>___ state</p> <p>___ local</p> <p>___ state and local</p> <p>District comments/questions (type below):</p>	<p>ANNUAL REIMBURSEMENT OF LEAVE, continued</p> <p><i>Alternative #B-1</i></p> <p>shall receive an annual reimbursement of unused [state/local] leave to a maximum of [] days per school year.</p> <p><i>Alternative #B-2</i></p> <p>may request annual reimbursement of unused [state/local] leave to a maximum of [] days per school year.</p> <p>An employee who wishes to receive reimbursement for unused leave must submit his or her written request in accordance with administrative procedures.</p>	

Supplemental Local Policy Provisions

Section XI—Annual Reimbursement of Leave (Optional)	
Make choices here	Make changes here
<p>Section XI, block 3</p> <p><i>Indicate your choice by typing an "x" below:</i></p> <p>___ The text is acceptable as presented.</p> <p>___ The text needs the modifications shown at right.</p> <p><i>District comments/questions (type below):</i></p>	<p>ANNUAL REIMBURSEMENT OF LEAVE, continued</p> <p>Leave shall be reimbursed at a rate established by the Board. Days that are reimbursed shall not be available to that employee for use in the District.</p> <p>The rate established by the Board shall be in effect until a new rate is adopted. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.</p>

Supplemental Local Policy Provisions

Section XII—Reimbursement of Leave Upon Separation (Optional)	Make changes here
Make choices here	Make changes here
<p>_____ Place an X in the blank if the district does not currently reimburse leave upon separation or wish to adopt such a program, then please skip forward to the next section of the worksheet.</p> <p>Section XII, block 1</p> <p>Indicate your choice by typing an “x” below:</p> <p>_____ The text is acceptable as presented.</p> <p><input checked="" type="checkbox"/> The text needs the modifications shown at right.</p> <p>What type of leave does the district reimburse? (Note: This choice will apply throughout this section of the worksheet.)</p> <p>_____ state</p> <p><input checked="" type="checkbox"/> local</p> <p>_____ state and local</p> <p>District comments/questions (type below):</p>	<p>REIMBURSEMENT OF LEAVE UPON SEPARATION</p> <p>The following leave provisions shall apply to [state/local] leave earned beginning on the original effective date of this program.</p> <p>An employee who separates from employment with the District shall be eligible for reimbursement of [state/local] leave under the following conditions:</p> <ul style="list-style-type: none"> • The employee’s separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or nonrenewed. • The employee provides advance written notice of intent to separate from employment. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.

Supplemental Local Policy Provisions

Section XII—Reimbursement of Leave Upon Separation (Optional)	Make changes here
<p style="text-align: center;">Section XII, block 2</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><input checked="" type="checkbox"/> Requirement #1 (with the value for years of service provided at right)</p> <p><input type="checkbox"/> Requirement #2 (with the value for days of available state/local leave provided at right)</p> <p><input type="checkbox"/> Requirements #1 and #2 (with corresponding values provided at right)</p> <p><input type="checkbox"/> The text needs the modifications shown at right, in addition to the values provided for years of service and/or days of available leave.</p> <p><i>District comments/questions (type below):</i></p>	<p style="text-align: center;">Make changes here</p> <p style="text-align: center;">REIMBURSEMENT OF LEAVE UPON SEPARATION, continued</p> <p><i>Requirement #1</i></p> <ul style="list-style-type: none"> • The employee has at least 6 years of service with the District. <p><i>Requirement #2</i></p> <ul style="list-style-type: none"> • The employee has at least days of available [state/local] leave.

Supplemental Local Policy Provisions

Section XII—Reimbursement of Leave Upon Separation (Optional)	Make changes here	Make changes here
<p>Section XII, block 3</p> <p><i>Indicate your choice by typing an “x” below:</i></p> <p><u> X </u> The text is acceptable as presented (with the value for maximum number of days of reimbursement provided at right).</p> <p>_____ The text needs the modifications shown at right, in addition to the value provided for the maximum number of days of reimbursement.</p> <p><i>District comments/questions (type below):</i></p>	<p>REIMBURSEMENT OF LEAVE UPON SEPARATION, continued</p> <p>The employee shall be reimbursed for each day of [state/local] leave, to a maximum of 30 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.</p> <p>The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.</p>	

Supplemental Local Policy Provisions

Section XIII—Neutral Absence Control Policy (Optional)	
Make choices here	Make changes here
<p><u> X </u> Place an X in the blank if the district does not currently use or wish to adopt a neutral absence control policy. (For more information see page 8 of the explanatory text.)</p>	
<p>Section XIII, block 1 <i>If your district has a policy of Neutral Absence Control, please paste a copy of your policy text into the worksheet.</i></p> <p><i>District comments/questions (type below):</i></p>	<p>NEUTRAL ABSENCE CONTROL POLICY [If the district has a Neutral Absence Control policy, paste text here.]</p>

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

Compensation plans shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals.

PAY SYSTEMS
DESCRIPTION

The Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.

All employees shall be paid within the assigned pay ranges unless exceptions are granted by the Board.

The system shall be designed and administered to accomplish the following:

1. Stay competitive with appropriate labor markets for the various categories of personnel.
2. Recognize the levels of skill, effort, and responsibility required of different jobs.
3. Be fiscally controlled and cost effective.

A copy of the District's pay system shall be available in the administrative offices.

PAY RANGES

Pay ranges for each pay grade shall establish minimum and maximum rates of pay within the range. All pay ranges shall be established by monthly, daily, or hourly base rates to promote consistent treatment of employees who have different work periods. Employees shall be paid within the range of rates established for the position assigned.

The Superintendent shall review pay ranges on an annual basis and recommend adjustments consistent with economic and job market indicators.

PAY ADVANCEMENT

Pay ranges shall be structured to allow the opportunity to increase employee pay within the range for continued service to the District. The Superintendent shall make recommendations regarding employee increases on an annual basis. Recommendations shall be based on consideration of such factors as cost of living indexes, wage increases within competitive job markets, and budget resources. No employee with less than a satisfactory performance evaluation will receive a pay increase.

PAY BUDGET
INCREASE

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Pay in-

COMPENSATION AND BENEFITS
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creases beyond the budgeted amount for individuals or positions shall be subject to Board approval.

PAY ADMINISTRATION

Employee pay adjustments shall be administered by the Superintendent or designee in accordance with written procedures to promote impartial and consistent treatment of all employees. Administrative procedures shall include hiring guidelines, promotion guidelines, updating pay ranges, method for calculating and applying a general pay increase, and a process for job classification review.

CLASSIFICATION OF POSITIONS'

Each job in the District shall be assigned to a pay grade based on the level of skill, effort, and responsibility required for the job assignment. The Superintendent shall classify new positions or reclassify existing positions as necessary based on job requirements and comparability to other positions in the District.

The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

DISASTER PAY

The emergency closing of schools during a disaster for any cause shall be at the discretion of the Superintendent. During an emergency closing, all nonexempt employees shall continue to be paid for their regular duty schedule regardless of whether the employee is required to report to work.

Nonexempt employees who are required to work during an emergency closing shall be paid at the rate of one and a half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

EXEMPT

The District shall pay employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy [see DGBA]. If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

COMPENSATION AND BENEFITS
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NONEXEMPT

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline, up to and including termination, but shall be compensated in accordance with the Fair Labor Standards Act.

COMPENSATORY
TIME

Compensation for overtime hours shall be awarded at one and a half times the employee's regular rate of pay or by time and a half earned in compensatory time. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 40 hours. If an employee has a balance of more than 40 hours of overtime, the employee will be required to take compensatory time or, at the District's option, will receive overtime pay.

Unless the District receives prior written notification, all absences shall be charged against compensatory time before being charged against sick leave or personal leave.

Compensatory time shall be used by December of the duty year (July–June) in which it is earned. In January of the duty year, the District shall pay an employee overtime for all unused compensatory time remaining at the end of December of the previous duty year. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.

WORKWEEK
DEFINED

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Wednesday until 11:59 p.m. Tuesday.

SUPPLEMENTAL
DUTIES

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. The employee shall be compensated for these assignments according to the supplemental duty pay schedule established by the Board. These assignments may be discontinued at any time for any reason or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.

Under the Fair Labor Standards Act, extra duty pay assignments for noncontractual (nonexempt) employees may be assigned if the

COMPENSATION AND BENEFITS
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duties are occasional and sporadic and are not related to the employee's regular duties. Nonexempt employees performing extra-duty assignments are eligible for paid overtime or compensatory time at a rate of time and a half for all work over 40 hours in a workweek. Therefore, the District shall assign a nonexempt employee as a sponsor for a nonacademic/UIIL activity only if an exempt employee is unavailable for the assignment. The Extra Duty Stipend/Supplemental Pay Increment Schedule published by the District contains additional information.

ADVANCED DEGREE When a professional employee completes a master's or doctorate degree in his or her teaching field or area of work responsibility prior to September 1, a pay increase based on the degree shall begin at that time; for degrees completed in December, a prorated pay increase for the employee shall begin in January.

CREDITABLE SERVICE Employees who are receiving workers' compensation wage benefits and who have no available paid leave shall not earn creditable years of service while absent from duty.

In order to accrue a creditable year of service, an employee must be employed for at least 90 full-time days or the equivalent.

ANNUALIZED SALARY REQUIRED The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or bimonthly payments, beginning with the first pay period of the school year.

EARLY SEPARATION If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, "separation from service" shall be as defined in IRS regulation 26 CFR 1.409A-1(h).

A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:

1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District's group health coverage for one or more months of the summer, the employee's share of premiums shall be withheld from the final paycheck.
2. All other employees shall be paid according to the annualized salary provisions above.

Canutillo ISD
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COMPENSATION AND BENEFITS
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[For provisions on continuation of coverage after resignation, see
CRD(LEGAL).]

OTHER REVENUES
INVESTMENTS

CDA
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INVESTMENT
AUTHORITY

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. The investment officer shall be bonded or shall be covered under a fidelity insurance policy. All investment transactions except investment pool funds and mutual funds shall be executed on a delivery versus payment basis.

APPROVED
INVESTMENT
INSTRUMENTS

From those investments authorized by law and described further in CDA(LEGAL), the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load money market mutual funds and no-load mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

SAFETY AND
INVESTMENT
MANAGEMENT

The main goal of the investment program is to ensure its safety and maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

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	<p>The investment policy and investment strategy shall be reviewed by the Board at the end of each fiscal year.</p>
LIQUIDITY AND MATURITY	<p>Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.</p> <p>The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.</p>
DIVERSITY	<p>The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.</p>
MONITORING MARKET PRICES	<p>The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant declines in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.</p>
FUNDS / STRATEGIES	<p>Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.</p>
OPERATING FUNDS	<p>Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.</p>
AGENCY FUNDS	<p>Investment strategies for agency funds shall have as their objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.</p>
DEBT SERVICE FUNDS	<p>Investment strategies for debt service funds shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.</p>
CAPITAL PROJECTS	<p>Investment strategies for capital project funds shall have as their objective sufficient investment liquidity to timely meet capital</p>

OTHER REVENUES
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	<p>project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.</p>
SAFEKEEPING AND CUSTODY	<p>The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.</p>
BROKERS / DEALERS	<p>Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents in accordance with law. [See SELLERS OF INVESTMENTS, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
SOLICITING BIDS FOR CD'S	<p>In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.</p>
INTEREST RATE RISK	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
INTERNAL CONTROLS	<p>A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:</p> <ol style="list-style-type: none">1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.2. Avoidance of collusion.3. Custodial safekeeping.4. Clear delegation of authority.5. Written confirmation of telephone transactions.6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.7. Avoidance of bearer-form securities.

OTHER REVENUES
INVESTMENTS

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These controls shall be reviewed by the District's independent auditing firm.

PORTFOLIO REPORT

In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and activity shall be presented annually to the Board.