If you have difficulty accessing the information in this document because of a disability, please contact the Office of Human Resources.
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Employee Handbook Electronic Receipt Instructions

Employees must acknowledge receipt of the Tyler ISD Employee Handbook. This acknowledgement will be recorded electronically in the TEAMS Employee Service Center. Employees must agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Follow the steps below to complete the electronic handbook receipt process:

1. To sign in to the Employee Service Center, go to www.tylerisd.org.
2. Select ‘Employee Service Center’ in the dropdown menu under the ‘Employees’ header.
3. Login to the Employee Service Center using your district User ID and Password.
   - If first-time user:
     o User name: first name.last name (ex. ray.smith)
     o Password: 8 digit DOB (ex. 01231982)
4. Choose “My Documents” from the left-side navigation panel.
5. Choose “My Job Assignment Documents” from the dropdown menu.
6. Click on the link for the Employee Handbook.
   - The Employee Handbook pdf document will open in a separate window.
   - You may save the pdf document.
   - Close the window in which it opened once you have reviewed the document.
7. You may now choose ACCEPT.
8. The District’s electronic signature procedures will be displayed.
9. Type in your name exactly as it appears on screen.

The Employee Handbook may be viewed at any time on the Tyler ISD website at www.tylerisd.org.

Employees have the option of receiving the handbook in electronic format or hard copy. If you wish to have a bound hard copy of the handbook, please send a request via e-mail to your campus/department administrative assistant.

Employees have an obligation to update personal information such as phone number, address, etc in the Employee Service Center. Employees are responsible for contacting their supervisor or the Human Resources department if they have questions or concerns or need further explanation.

Notice

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Office of Human Resources.

This handbook is neither a contract nor a substitute for the official district policy manual; nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at www.tylerisd.org.
DISTRICT INFORMATION

Organizational Structure – Senior Staff

Tyler ISD Administration

Dr. Marty L. Crawford, Superintendent
Gina Orr, Central Office Manager and Board Secretary
(903) 262-1001

Superintendent Cabinet

Tosha Bjork
Assistant Superintendent of Finance and Operations

Ronald K. Jones
Deputy Superintendent

Dr. Christy Hanson
Assistant Superintendent of Curriculum and Instruction
Vision Statement

Policy AE (Local)

Tyler ISD will focus on successful student outcomes.

Core Beliefs

- **All children can learn.**
  
  *It is the District’s responsibility to ensure each student will reach his or her highest academic potential, graduate high school prepared for higher education and/or workforce in the global market while closing the achievement gap.*

- **All students deserve a safe and healthy learning environment.**
  
  *It is the District’s responsibility to provide a safe, healthy learning environment designed to attract, engage and retain the students’ attention.*

- **Quality teachers and staff are the key to academic excellence.**
  
  *It is the District’s responsibility to establish academic excellence by hiring, training and retaining quality teachers and staff.*

- **Schools and communities have an enormous impact on students’ lives.**
  
  *It is the District’s responsibility to collaborate with the community to achieve and sustain excellence in the education of District students.*

- **Effective and responsible utilization of the community’s resources is fundamental in educating children.**
  
  *It is the District’s responsibility to allocate District resources to meet the needs of all students while maintaining the highest level of fiscal responsibility, efficacy and integrity.*

Tyler ISD Quick Facts

As the largest school district in Northeast Texas, Tyler ISD encompasses 193 square miles, maintains a total of 36 campus and auxiliary facilities, and serves an enrollment of over 18,000 students. The district is made up of two high schools, an Early College High School, Career & Technology Center, five middle schools, 17 elementary schools, two alternative schools, and one special education campus. The District’s campus improvement plans enable administrators and teachers at each campus to implement programs responsive to the particular needs of its individual student body.

With academic achievement the primary objective, Tyler ISD takes strong measures to ensure a positive, safe and orderly learning environment, to instill self-discipline, and to enforce standards of excellence throughout the system.

An array of programs and opportunities expand beyond Tyler ISD in this culture-rich community. Located midway between Dallas and Shreveport, Louisiana, Tyler is a garden city of over 100,000 known for its roses and scenic beauty. Community assets such as the Caldwell Zoo, East Texas Symphony Orchestra, Tyler Museum of Art, and the Hudnall Planetarium afford opportunities for field trips that expand learning beyond the normal classroom experience. In addition, Tyler ISD offers access to nationally recognized higher education programs through partnerships with The University of Texas at Tyler and Tyler Junior College.
Instructional Focus

Tyler Independent School District believes:

- a successful education system must involve a team effort by home, school, and community;
- our schools must provide a positive, safe, and orderly learning environment;
- students, teachers, staff and parents must be treated with dignity and respect;
- our schools must provide students with the resources necessary to be ethical, responsible, and law-abiding members of society;
- students must be provided the skills necessary to be employable and successful in an ever-changing world;
- each student at every campus must be provided equal opportunities for consistent, challenging, high-quality learning experiences;
- all students can learn even though they learn differently;
- the student is the most important person in the school setting, and all education decisions must place the child first;
- individuals are accountable for their actions; and
- a positive self-image is essential to success.

Operational Parameters

Tyler Independent School District operates under the following guidelines:

1. Tyler ISD Facilities will foster a successful learning environment.
2. Nothing will take precedence over PK-12 academic instruction.
3. All Tyler ISD decisions will be in the best interest of the student(s).
4. The purpose of extracurricular activities will be to support or enhance the instructional program.
5. Only qualified personnel will be employed, and only effective personnel will be retained. Disruptive behavior will not be tolerated.
6. Interruptions in the instructional day will be minimized.
7. Individuals, organizations, or special interest groups will not dictate policy or monopolize decisions.

New programs will not be implemented without:

1. adequate staff,
2. appropriate training,
3. sufficient funding,
4. cost-benefit analysis of time and resources, and
5. a defined evaluation process.
Board of Trustees

Policies BA, BB series, BD series, and BE series

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

The board of trustees is elected by the citizens of the district to represent the community’s commitment to a strong educational program for the district’s children. Board members are elected by single-member districts and serve staggered 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district to which they are elected.

Contact Board Members at TISDBOARD@tylerisd.org

Board Meeting Schedule

The board usually meets on the third Monday of each month (unless otherwise posted) at the Plyler Instructional Complex located at 807 West Glenwood Street at 7:00 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website, www.tylerisd.org and the District Administration office located at 1319 Earl Campbell Parkway at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting.

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

<table>
<thead>
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<th>2020-2021 BOARD MEETINGS</th>
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<tr>
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<td>June / 2021</td>
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**Fingertip Telephone Numbers**

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

**Assessment – Accountability**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Dr. James Cureton</td>
<td>Director of Assessment and Data Analysis</td>
<td>(903) 262-1016</td>
</tr>
<tr>
<td>Sherri Dorsey</td>
<td>Administrative Assistant, Assessment and Accountability</td>
<td>(903) 262-1014</td>
</tr>
<tr>
<td>Craig Dickey</td>
<td>Facilitator of State Assessments</td>
<td>(903) 262-3094</td>
</tr>
<tr>
<td>TBD</td>
<td>Facilitator of District Instructional Assessments</td>
<td>(903) 262-3110</td>
</tr>
<tr>
<td>Paula Holloway</td>
<td>Administrative Assistant, Instructional Assessments</td>
<td>(903) 262-1362</td>
</tr>
<tr>
<td></td>
<td>FAX</td>
<td>(903) 262-1167</td>
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**Athletics**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Greg Priest</td>
<td>Director of Athletics</td>
<td>(903) 262-3079</td>
</tr>
<tr>
<td>Sammie Gillispie</td>
<td>Assistant Director of Athletics</td>
<td>(903) 262-1973</td>
</tr>
<tr>
<td>Donnie Little</td>
<td>Assistant Director of Athletics</td>
<td>(903) 262-3081</td>
</tr>
<tr>
<td>Christina Sanchez</td>
<td>Administrative Assistant</td>
<td>(903) 262-3080</td>
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**AVID and College Readiness**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Lillian Brooks</td>
<td>Coordinator of AVID and College Readiness</td>
<td>(903) 262-3074</td>
</tr>
<tr>
<td>Aidee Juarez</td>
<td>Administrative Assistant of CTC/AVID</td>
<td>(903) 262-3086</td>
</tr>
<tr>
<td></td>
<td>FAX</td>
<td>(903) 595-3661</td>
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**Bilingual/ESL**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Ana Segulin</td>
<td>Bilingual/ESL Director</td>
<td>(903) 262-3182</td>
</tr>
<tr>
<td>Kelsins Santos</td>
<td>Bilingual/ESL Facilitator</td>
<td>(903) 262-3173</td>
</tr>
<tr>
<td>Lesslie Duran</td>
<td>Technology Support Clerk</td>
<td>(903) 262-3159</td>
</tr>
<tr>
<td>Analy Aparicio</td>
<td>Student Records and Assessment Clerk</td>
<td>(903) 262-3194</td>
</tr>
<tr>
<td>Adrianna Garcia</td>
<td>Language Testing Clerk</td>
<td>(903) 262-3192</td>
</tr>
<tr>
<td>Maria Zuniga</td>
<td>Administrative Assistant</td>
<td>(903) 262-3187</td>
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<tr>
<td></td>
<td>FAX</td>
<td>(903) 262-3216</td>
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**Budgets/Purchasing Risk Management**

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<tbody>
<tr>
<td>Linda Roman-Delgadillo</td>
<td>Coordinator of Purchasing/Internal Controls and Compliance</td>
<td>(903) 262-1010</td>
</tr>
<tr>
<td>Sue Benson</td>
<td>Administrative Assistant</td>
<td>(903) 262-1122</td>
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**Career & Technology Education and CTC**

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Gary Brown</td>
<td>Executive Director of College and Career</td>
<td>(903) 262-1026</td>
</tr>
<tr>
<td>Sandra Vargas</td>
<td>Executive Assistant of College and Career</td>
<td>(903) 262-1905</td>
</tr>
<tr>
<td>Shannon Rodriguez</td>
<td>Coordinator of Career and Technology Center</td>
<td>(903) 262-1904</td>
</tr>
<tr>
<td>Jennifer Crawford</td>
<td>Assistant Principal, Career and Technology Center</td>
<td>(903) 262-1915</td>
</tr>
<tr>
<td>Aidee Juarez</td>
<td>Administrative Assistant of CTC/AVID</td>
<td>(903) 262-3086</td>
</tr>
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Communications/Public Relations/Tyler ISD TV/Volunteers
Jennifer Hines .................................. Executive Director of Communications .................................. (903) 262-1064
Angela Duitch .................................. Coordinator of TISD TV/Video Production .................. (903) 262-3105
Ryan Ormandy .................................. Production Manager ......................................................... (903) 262-3107
Lynne Hubbard .................................. Receptionist/switchboard Administration ................ (903) 262-1003
Skyler Heffley .................................. Social Media Strategy Specialist ................................. (903) 262-1348
Amy Pawlak .................................. Public Relations Coordinator .................................................. (903) 262-1065
Jessica Poe .................................. Digital Communications Specialist ........................................... (903) 262-1063
Sandra Stanley .................................. Communications Coordinator ............................................. (903) 262-1066
Tracy Varnell .................................. Delivery Person/Mail Clerk .................................................. (903) 262-1066
Jacob Walker .................................. Digital Media Coordinator ..................................................... (903) 262-3106
FAX ........................................................................................................................................... (903) 262-1174

Constituent Services
John D. Johnson III .................. Coordinator of Constituent Services ........................................... (903) 262-3145
Lorena Cruz .................................. Administrative Assistant, Constituent Services .................. (903) 262-3073
Mirna Medina .................................. Student Services Clerk ......................................................... (903) 262-1017
Desiree Nichols .................................. Student Services Clerk ......................................................... (903) 262-3142
Pablo Aparicio .................................. Student Services Officer ..................................................... (903) 262-3124
Daisy Delgado .................................. Student Services Officer ......................................................... (903) 262-3127
Jessica Johnson .................................. Student Services Officer ..................................................... (903) 262-3126
FAX ........................................................................................................................................... (903) 262-3139

Curriculum & Instruction
Dr. Christy Hanson .................. Assistant Superintendent of Curriculum and Instruction .......... (903) 262-1011
Veronica Urenas .................................. Executive Assistant .............................................................. (903) 262-1048
Michelle Gandy .................................. Coordinator of Pre-K - 12 Math ........................................ (903) 262-1949
Julie Henry .................................. Coordinator of Pre-K - 12 Science/Social Studies ...................... (903) 262-1940
Vivianne McGowan .................................. Coordinator of Pre-K - 12 ELAR ................................. (903) 262-1955
FAX ........................................................................................................................................... (903) 533-9376

Custodial Services
Kayce Ross .................................. District Manager of Custodial Services ................................. (903) 262-1347
Amanda Parker .................................. Administrative Assistant ....................................................... (903) 262-1346

Facilities/Maintenance
Tim Loper .................................. Director of Facilities Services ......................................................... (903) 262-1055
Brady Beddingfield .................................. Construction Project Manager ................................. (903) 262-1891
Robert Grant .................................. Supervisor of Maintenance Services .................................. (903) 262-1056
Cherie Jones .................................. Construction Project Manager ..................................................... (903) 262-1053
Pamela King .................................. Administrative Assistant ......................................................... (903) 262-1054
Heidi Tompkins .................................. Administrative Assistant ..................................................... (903) 262-1058
Walter Jordan .................................. Energy Trades Coordinator ..................................................... (903) 262-1060
Marla Boone .................................. Maintenance Dispatcher .......................................................... (903) 262-1061
Donna Van Dusen .................................. Inventory Control Clerk ................................................. (903) 262-1062
Financial Services/Accounting
Tosha Bjork.......................... Assistant Superintendent of Finance and Operations .... (903) 262-1095
Mary Russell..........................Executive Director of Financial Services ........................................... (903) 262-1096
Kathy Ford..........................Accounts Payable Supervisor ..................................................... (903) 262-1097
Deisy Mendez..........................Executive Assistant ................................................................. (903) 262-1099
Sarah Miller..........................Budget/Finance Specialist ......................................................... (903) 262-1101
Blanca Betancourt..................Accounting Clerk ............................................................... (903) 262-1098
Paola Leal..........................Accounting Clerk ............................................................... (903) 262-1100
FAX ................................................................................................................................. (903) 262-1170

Food Service
Victor Olivares..........................Director of Food Service ......................................................... (903) 262-1104
Nayeli Chavez..........................Food Services Office Assistant .................................................. (903) 262-1106
Pamela Marshall..........................Food Service Supervisor/Reports ............................................. (903) 262-1105
Stephanie Smith..........................Facilitator, Food and Nutrition Services ................................. (903) 262-1109
Daisy Betancourt....................Administrative Assistant ............................................................ (903) 262-1107

Graphics
Joal Fedor..........................Coordinator, Print Shop ............................................................... (903) 262-1140
Wilbur Perdomo.....................Printer/Graphics Specialist ......................................................... (903) 262-1141

Head Start
Vernora Jones..........................Director of Title I and Head Start ............................................. (903) 262-1211
Brandy Holland..........................Coordinator of Head Start .................................................... (903) 262-1211
Crystal Garcia..........................Administrative Assistant .......................................................... (903) 262-1185
Victoria Arrevalo...................Data Clerk ............................................................ (903) 262-1338
Jasmine Cobb..........................ERFEA/Family and Community Engagement Specialist .... (903) 262-1328
Sandra Hedrix..........................Instructional Facilitator .......................................................... (903) 262-1185
Eleanor Eckhols..........................Behavior Specialist ............................................................. (903) 262-1331
Felicia Thompson....................Social Service Worker ............................................................. (903) 262-1183
Abraham Lopez Barron................Social Service Worker ....................................................... (903) 262-1334
Kimberly Miller.......................Social Service Worker ............................................................ (903) 262-1337

Health Services
Rachel Barber..........................Director of Health Services .................................................... (903) 262-3131

Instructional Resource Center
Debbie Stafford..........................Administrative Assistant ....................................................... (903) 262-1127

Instructional Technology
Stacy Balderrama.....................Professional Development Facilitator .................. (903) 262-1000 ext. 5178
Jodi Tunnell..........................Learning Software Specialist ..................................................... (903) 262-1000 ext. 3503
Candace James..........................Facilitator of Virtual Professional Learning........ (903) 262-1000 ext. 5179
Robin Salars..........................Facilitator of Software Integration ............................................. (903) 262-1000 ext. 3499
Thurndotte Ray..........................Technology Innovation Specialist ............................... (903) 262-1000 ext. 3513
Michele Stokes..........................Digital Innovation Specialist ................................................. (903) 262-1000 ext. 2072
Donna Shillinglaw.....................Technology Innovation Specialist ................................. (903) 262-1000 ext. 1958
Internal Audit Services
Jan Coker ............................. Director of Internal Audit Services ............................. (903) 262-1051

Management Information System
Kevin Bogue ....................... Chief Information Officer ................................................. (903) 262-1084
Connie Hillbrand ................. Coordinator of Secondary ........................................... (903) 262-1895
Brittany Salvatto .................. Coordinator of PEIMS .............................................. (903) 262 1086
Starla Bond ....................... Application Programmer/Analyst ............................... (903) 262 1044
Cevin Ellis ......................... Application Programmer/Analyst ............................... (903) 262 1042
Amy Perez ......................... Executive Assistant ......................................................... (903) 262-1084
Casara McCleaf ................... Systems Analyst – Programmer ............................... (903) 262-1041
Donnie Smith ..................... Systems Analyst – Programmer ............................... (903) 262-1020
Justin Watts ...................... Systems Analyst – Programmer ............................... (903) 262-1089
FAX ................................................. ................................................. ................................................. (903) 262-1164

Payroll/Benefits
Sandra Petrick ..................... Director of Payroll and Benefits .................................. (903) 262-1079
Serrena Johnson ................. Supervisor of Payroll ......................................................... (903) 262-1023
Gina Mahaffey ................... Payroll/Benefits Facilitator ........................................... (903) 262-1081
Mike Pope ......................... Payroll Facilitator ......................................................... (903) 262-1018
Alexandra Garcia ............... Benefits Support Specialist ............................................ (903) 262-1082

Police Department
Jeffrey Millslagle .................. Director of Safety and Security ................................. (903) 262-1975
Danny Brown ...................... Chief of Police ................................................................. (903) 262-1114
Tammy Stewart .................. Administrative Assistant ........................................... (903) 262-1111
Police on Call Cell ............... ................................................................. (903) 780-9641

Records Management
Yolanda Moore .................. Records Management/Public Information Officer .... (903) 262-3111
Paul Howerton .................. Records Management Processing Assistant .............. (903) 262-3148
TBD ....................................... Student Records Clerk ............................................. (903) 262-3146
FAX ................................................. ................................................. ................................................. (903) 262-1179

School Improvement
Jarrod Bitter ..................... Executive Director of School Improvement .............. (903) 262-1892
Dr. Julie Davis .................... Executive Director of School Improvement .............. (903) 262-1125
JoNita Ward ....................... Executive Director of School Improvement .............. (903) 262-1126
LaTrina Stewart ................ Executive Assistant ......................................................... (903) 262-1004

Student Support/Special Ed.
Jennifer Jones .................... Executive Director of Student Support ....................... (903) 262-1059
Jeannie Dykman ................ Director of Student Support ........................................... (903) 262-1029
Valerie Ford ....................... Executive Assistant of Student Support ....................... (903) 262-1007
Michelle Reed ................... Executive Assistant of Special Education .................... (903) 262-1028
Bridget McCaslin .............. Coordinator of Assessment and Compliance .............. (903) 262-1030
Kerry Jackson .................. Coordinator of Instructional ......................................... (903) 262-3076
Behavior
Chris Bell-Roberson ............... Coordinator of Behavioral Support Services ............... (903) 262-3117
Chris Buchanan ................. Lead Licensed Specialist in School Psychology ............... (903) 262-3165

RDSPD
Kathy Robertson .......... Special Ed. Coordinator – RDSPD/VI .................. (903) 262-1032
Maribel Gutierrez ......... Administrative Assistant ........................................ (903) 262-1031

Special Education
Brittany Woods ............... Special Ed Coordinator-RDSPD/VI .................. (903) 262-1040
Tracy Johnston .............. Coordinator of Transition and College & Career Readiness ...... (903) 262-1035
Kim Paetzel ................ Assistive and Special Education Technology Specialist .... (903) 262-3178
Matt Letsinger .............. Student Support Specialist ........................................ (903) 262-3113
Karen Phillips ............. Administrative Assistant ........................................ (903) 262-1034
FAX ......................................................... (903) 262-1165

Teaching and Learning
Stacy Balderra .............. Professional Development Facilitator ...................... (903) 262-5178
Candace James ............... Facilitator of Virtual Professional Learning ................. (903) 262-5179
Robin Salars ................ Facilitator of Software Integration ................................ (903) 262-3499
Donna Shillinglaw ......... Facilitator of Professional Learning ......................... (903) 262-1956
Michele Stokes ............. Digital Innovation Specialist ........................................ (903) 262-2072
Jodi Tunnell ............... Learning Software Specialist ........................................ (903) 262-3503

Technology Services
Joseph Jacks ................ Chief Technology Officer ......................................... (903) 262-1091
Chad Braswell .............. Coordinator of Technology Support ......................... (903) 262-3170
Cindy Henneous ........... Apple Systems Engineer .......................................... (903) 262-1033
Daryl Kisosondi .......... Network Security ..................................................... (903) 262-1043
Jason Keeling .............. Senior Systems Engineer ........................................... (903) 262-1087
Nestor García ............... Assistant Systems Engineer ......................................... (903) 262-1019
Jeanna Gibson ............. Systems Engineer ..................................................... (903) 262-1088
Corey Poole ............... Systems Engineer ..................................................... (903) 262-1896

Technology Help Desk ....................................................................................... (903) 262-3000

Technology Service Center ................................................................................. (903) 262-3170

Textbooks and Fixed Assets
Rita Taylor ................ Coordinator of Fixed Assets ........................................... (903) 262-3188
Linda Little ................ Coordinator of Textbooks ............................................ (903) 262-3195
Tara Jeffers ................ Textbook and Fixed Asset Clerk ..................................... (903) 262-3190
FAX ......................................................... (903) 262-3219

Title 1
Vernora Jones ................ Director of Title I and Head Start ............................... (903) 262-1211
Jessie Nichols .............. Administrative Assistant ......................................... (903) 262-1185
Gloria Bell .................... Family and Community Facilitator ......................... (903) 262-1187
Maribel Gutierrez ......... Title I Parent Liaison ............................................... (903) 262-1210
DeMarcus Pierson ......... Title I Parent Liaison ............................................... (903) 262-1218
Ana Montes ................ Title I Parent Liaison ............................................... (903) 262-1209
FAX ......................................................... (903) 262-1224
Transportation
John Bagert .......................... Director of Transportation .......................................................... (903) 262-1322
Rita Morris .......................... Administrative Assistant ............................................................... (903) 262-1324
Randy Burton .......................... Coordinator, Bus Shop ............................................................. (903) 262-1138
Jim McDougal ......................... Transportation Routing & Scheduling Coordinator .......... (903) 262-1134
Jeri Noble ............................. Transportation Employee Records and Payroll Clerk ............ (903) 262-1130
Charles Turner ....................... Transportation Specialist-Student Management ............. (903) 262-5160
Yvetta Henry ......................... Transportation Specialist-Trainer ........................................... (903) 262-1321
Shawanna Thompson ............... Transportation Specialist-Trips Scheduling .................... (903) 262-5161
Roy Fontenot .......................... Transportation Team Leader/Routing .............................. (903) 262-1102
Michael Haney ....................... Transportation Team Leader/Routing ................................... (903) 262-5143
Vanessa Rodriguez .................. Transportation Team Leader/Routing ............................. (903) 262-5540
Theresa Clover ....................... Transportation Team Leader Special Needs ...................... (903) 262-3805
Frank Hibbs .......................... Transportation Team Leader Special Needs/Routing .......... (903) 262-1139
Robert Edwards ..................... Mechanic, Lead/Shop Foreman ........................................... (903) 262-1049
Anna Martinez ....................... Transportation Service Clerk ...................................................... (903) 262-1049
Yolanda Flores ....................... Transportation Service Clerk ..................................................... (903) 262-1049

Tyler ISD Foundation
Betsy Jones .......................... Administrative Director ............................................................. (903) 262-3095

Visual & Performing Arts
Sandra Newton ....................... Director of Fine Arts ................................................................. (903) 262-1069
Christin Blake ....................... Administrative Assistant ............................................................ (903) 262-1068
FAX ................................................................. (903) 533-1868
<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>FRANKLIN (010)</td>
<td>1720 South Franklin St</td>
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<td>BIRDWELL (103)</td>
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<td>BELL (102)</td>
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<tr>
<td>BIRDWELL (103)</td>
<td>1020 Tailey Ave</td>
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<tr>
<td>CLARKSTON (106)</td>
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<tr>
<td>DONALD (108)</td>
<td>311 South College St</td>
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<tr>
<td>GARFIELD (111)</td>
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<tr>
<td>JONES (112)</td>
<td>3450 Chandler Highway</td>
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<td>ORR (114)</td>
<td>3250 W. Franklin St</td>
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<td>OWENS (109)</td>
<td>11780 CR 168</td>
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<td>PEETE (115)</td>
<td>1511 Bellwood Rd</td>
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<td>PRIMARY (116)</td>
<td>2000 N. Forest</td>
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<td>RICE (117)</td>
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<td>BIRDWELL (103) 6th</td>
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<td>CALDWELL (110) 6-8th</td>
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<td>BOULTER (041)</td>
<td>2926 Garden Valley Rd</td>
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<tr>
<td>HOGG (043)</td>
<td>920 S. Broadway Ave</td>
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<tr>
<td>HUBBARD (044)</td>
<td>1300 Hubbard Dr.</td>
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<td>THREE LAKES (049)</td>
<td>2445 Three Lakes Pkwy.</td>
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<tr>
<td>TYLER HIGH (003)</td>
<td>3353 Lion Lane</td>
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<tr>
<td>TYLER LEGACY (001)</td>
<td>4500 Red Raider Dr.</td>
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<tr>
<td>A.T. STEWART ACADEMY EXCELLENCE (010)</td>
<td>2800 West Shaw</td>
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<tr>
<td>CAREER &amp; TECHNOLOGY CENTER (838)</td>
<td>3013 Earl Campbell Pkwy.</td>
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<td>AQUATIC CENTER</td>
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<td>DAEP (909)</td>
<td>1501 W. Connally</td>
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<tr>
<td>HEAD START</td>
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<td>TITLE 1 (121)</td>
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Last Update 8/17/20
**District School Hours**

<table>
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<tr>
<th>Location</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Administration Office</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Elementary School Offices</td>
<td>7:50 am – 3:10 pm</td>
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<tr>
<td>Middle School Offices</td>
<td>8:25 am – 3:45 pm</td>
</tr>
<tr>
<td>High School Offices</td>
<td>8:15 am – 4:00 pm</td>
</tr>
<tr>
<td>Career &amp; Technology Center</td>
<td>8:07 am – 3:45 pm</td>
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<tr>
<td>Early College High School</td>
<td>8:10 am – 3:45 pm</td>
</tr>
<tr>
<td>Maintenance Services Building</td>
<td>7:30 am – 4:00 pm</td>
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<tr>
<td>Transportation Office</td>
<td>6:30 am – 6:00 pm</td>
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</tbody>
</table>

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**2020-2021 Observed Calendar Days**

The following student/staff holidays will be observed in Tyler Schools during the 2020-2021 school year:

- **All schools and offices will be closed**
  - Labor Day – September 7
  - Thanksgiving – November 23 - 27
  - Christmas Break – December 21 – January 1, 2020
  - Martin Luther King Jr. Day – January 18
  - Spring Break – March 8 - 12
  - Good Friday – April 2
  - Memorial Day – May 31

- **Professional Development / Records Day (Student Holidays)**
  - Professional Development Days – August 11-14, 17; October 5; May 28
  - Teacher Work / Clerical Days – August 10, 18; January 4; May 27
  - Bad Weather Days – Staff Only: June 1-2 (subject to change)
  - Early Release Days – December 18; May 26
EMPLOYMENT

Deputy Superintendent
Ronald K. Jones
(903) 262-1144
ronald.jones@tylerisd.org

Executive Director of Human Resources
Sheri Barberee-Taylor
(903) 262-1022
sheril.taylor@tylerisd.org

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brenda Salinas</td>
<td>Human Resources Executive Assistant</td>
<td>(903) 262-1070</td>
<td><a href="mailto:brenda.salinas@tylerisd.org">brenda.salinas@tylerisd.org</a></td>
</tr>
<tr>
<td>Maricxa Mora</td>
<td>Human Resources Administrative Asst.</td>
<td>(903) 262-1009</td>
<td><a href="mailto:maricxa.mora@tylerisd.org">maricxa.mora@tylerisd.org</a></td>
</tr>
<tr>
<td>Artimese B. Lawrence</td>
<td>Coordinator of Human Resources</td>
<td>(903) 262-1075</td>
<td><a href="mailto:artimese.lawrence@tylerisd.org">artimese.lawrence@tylerisd.org</a></td>
</tr>
<tr>
<td>Kayla Vaughn</td>
<td>Employee Management Specialist</td>
<td>(903) 262-1116</td>
<td><a href="mailto:kayla.vaughn@tylerisd.org">kayla.vaughn@tylerisd.org</a></td>
</tr>
<tr>
<td>Leticia Arroyo</td>
<td>Recruitment Specialist</td>
<td>(903) 262-1005</td>
<td><a href="mailto:leticia.arroyo@tylerisd.org">leticia.arroyo@tylerisd.org</a></td>
</tr>
<tr>
<td>Cindy Bright</td>
<td>Records Officer (A - I)</td>
<td>(903) 262-1072</td>
<td><a href="mailto:cindy.bright@tylerisd.org">cindy.bright@tylerisd.org</a></td>
</tr>
<tr>
<td>Jessica Gurrusquieta</td>
<td>Records Officer (I - Q)</td>
<td>(903) 262-1012</td>
<td><a href="mailto:jessica.gurrusquieta@tylerisd.org">jessica.gurrusquieta@tylerisd.org</a></td>
</tr>
<tr>
<td>Martha Miller</td>
<td>Records Officer (R - Z)</td>
<td>(903) 262-1074</td>
<td><a href="mailto:martha.miller@tylerisd.org">martha.miller@tylerisd.org</a></td>
</tr>
<tr>
<td>David Rodriguez</td>
<td>HR Representative (Auxiliary)</td>
<td>(903) 262-1073</td>
<td><a href="mailto:david.rodriguez@tylerisd.org">david.rodriguez@tylerisd.org</a></td>
</tr>
<tr>
<td>Tessa Fuller</td>
<td>District Manager of Substitute Services</td>
<td>(903) 262-1076</td>
<td><a href="mailto:tessa.fuller@tylerisd.org">tessa.fuller@tylerisd.org</a></td>
</tr>
</tbody>
</table>

Equal Employment Opportunity

Policies DAA, DIA

Tyler ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Title IX Coordinator & ADA/Section 504 Coordinator, Ronald K. Jones (Deputy Superintendent) at 903-262-1070.

Contract and Noncontract Employment

Policy DC series

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

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

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

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

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

**Paraprofessional and Auxiliary Employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

**Certification and Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to their Certification Officer in the Human Resources Department in a timely manner.

A certified employee’s contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual’s failure to comply with criminal history background checks. Contact your Certification Officer in the Human Resources Department if you have any questions regarding certification or licensure requirements.

**Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.
Employees who have questions about their certification status can call their Certifications Officer in the Human Resources Department.

**Dismissal or Nonrenewal of Contract Employees**

**Policies DF Series**

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee’s certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

1. If the Board decides not to renew the employment of an employee serving a probationary period, it may do so provided it gives the employee notice no later than the 10th day before the last day of instruction, required under the contract. The Board’s decision is final and may not be appealed.

2. After receiving administrative recommendations and supportive documents, the Superintendent shall prepare a list of employees whose term contracts are recommended for proposed non-renewal by the Board. If the Board accepts the Superintendent’s recommendation for proposed non-renewal, the employee shall be notified no later than the 10th day before the last day of instruction in a school year, following the procedures outlined in policy.

**Dismissal of Noncontract Employees**

**Policy DCD**

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

*The District reserves the right to terminate non-contract employees for arrest records acquired during employment with Tyler ISD.*

**Reduction in Force**

**Policy DFF**

A District-wide reduction in force may take place when the Board determines that a financial exigency or program change requires that the contract of one or more teachers, administrators, or other professional employees be terminated. Employees impacted by a RIF may appeal according to policy DFBC legal and may be considered for re-employment in the District on the same basis as all other applicants.
Resignations

Policy DFE

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year.

A written notice of resignation should be submitted to the Office of Human Resources and the immediate supervisor. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator’s resignation following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency. The superintendent will notify SBEC (per Policy DF) when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same acts.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to their direct 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.
CONTRACT EMPLOYEES RESIGNING DURING SCHOOL YEAR

IMPORTANT: PLEASE READ CAREFULLY

Contract employees are expected to abide by the terms and conditions of their employment contracts. When a contract employee fails to complete the contract, the District may recommend sanctions through the State Board of Educator Certification (SBEC) or recommend for termination due to contract abandonment. If sanctions are imposed by SBEC, the educator’s Texas certificate can be suspended for one calendar year from the date of contract abandonment or, if the district does not accept the resignation, a proposal for contract termination may be submitted to the Tyler ISD Board of Education. However, a contract employee may request the District to consider a release from their contract for good cause, if sought prior to the employee leaving.

RELEASE from CONTRACT: See chart below for examples of acceptable reasons and documentation requirements to be considered for a release. You may submit supporting documentation along with your Resignation Form to your campus administrator. If you prefer, confidential supporting documents should be submitted directly to Human Resources along with a copy of your Resignation Form. While you may submit your Resignation Form without the supporting documentation, this may cause a delay in your receiving the District’s decision of either granting a release in lieu of recommending sanctions or termination due to contract abandonment. If supporting documentation is not received within seven (7) days from submitting your Resignation Form or if you elect not to provide supporting documentation, the District will proceed accordingly. If you need additional time to supply your documentation, please contact Human Resources.

<table>
<thead>
<tr>
<th>Reason (including but not limited to):</th>
<th>Acceptable Sources of Documentation</th>
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<tbody>
<tr>
<td>Medical or Health</td>
<td>Medical documentation from a treating physician attesting to the medical for health issue(s) for self or the individual listed. Documentation should provide sufficient details for the district to make an informed decision. (Examples: diagnosis, impairment, physical or mental condition, or any regimen of continuing treatment)</td>
</tr>
<tr>
<td>Promoting (self)</td>
<td>Official job offer letter designating the new position/title. Some examples of promotions include but not limited to: Principal, Assistant Principal/Dean, Director, Manager, Supervisor, Coordinator, Team Lead, Instructional Specialist/Coordinator/Coach, Teacher Specialist (of any kind – Grade Level or Department), Counselor, Diagnostician</td>
</tr>
<tr>
<td>Relocation</td>
<td>Family Member’s Job Offer: official job offer letter noting the business/organization’s location and address</td>
</tr>
</tbody>
</table>

DECISION NOTIFICATION: Employee will be notified via electronic mail on the decision of acceptance of resignation during the school year. All decisions are made on a case-by-case basis.

REHIRE ELIGIBILITY:

- If you resign effective the end of the school year or before the end of the penalty free resignation period (45th day before the first day of instruction of the following school year), you are eligible for rehire at any time.
- If you resign during the school year (i.e., outside the penalty free period) eligibility for re-employment may be restricted even if Tyler ISD grants an exception and releases you from your contract.
- If resigning during the school year, you may not be eligible for rehire for the remainder of the school year plus the next full school year.

QUESTIONS: All questions concerning a resignation during the school year by a contract employee must be directed to the Tyler ISD Human Resources Department.

2020-2021 Tyler ISD Employee Handbook
08/14/2020
Reports to Texas Education Agency

Policy DF, DHB
The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent’s ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. “Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Exit Interviews and Procedures

Policy DFE, CY
Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, I.D. Badge and equipment must be returned upon separation from employment. Exit interviews may be scheduled upon supervisor or employee request.

Job Vacancy Announcements

Policy DC
Announcements of job vacancies by position and location are posted on a regular basis to the district’s website, Universities, Regional Service Centers, and association job boards.

Positions will be posted until filled.

Internal Transfers

Policy DK
An employee with the required qualifications for a position may request a voluntary transfer to another campus or department. All employees must complete the transfer application during the open request period specified by the Human Resources Department.

Criteria for approval of a voluntary transfer for all positions except Teachers are as follows:

1. Conference with the current principal/supervisor to notify of intent to apply for transfer.
2. Current good standing as reflected in recent evaluations, including performance and attendance.
3. Employed in the same position for a minimum of 90 days.
4. Other input as is appropriate.
Teacher Transfer Process
Teachers interested in being considered for a lateral move in a specific position located at a different campus, must complete the Transfer Application through the link provided during transfer window.

1. To be considered for a transfer you must be a teacher who:
   a. Has been on the same campus for two years (school years)
   b. Holds a valid Texas teacher certificate in the requested subject area vacancy
   c. Is not being recommended for a non-renewal of contract or entering into a 3rd year probationary contract
   d. Demonstrates a level of effective performance (reviewed and determined at the discretion of the receiving Principal).

2. Conference with current principal regarding the interest in working on a different campus. The supervising principal will need to approve the transfer request.
3. Principals will contact internal applicants directly if they wish to schedule an interview.

Teacher transfer applications must be submitted no later than the Friday prior to the employee transfer fair. In-District Teacher transfers, based on a voluntary request, shall not be made later than the last instructional day except in unusual circumstances.

Promotional transfers are not subject to the timeline for lateral transfers during the school year, except in extenuating circumstances. After the posting deadline has expired, the supervisor will contact the specific applicants he/she wishes to interview. Application for cons

Performance Evaluation
Policy DN series
Evaluation of an employee’s job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee’s assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Reassignments
Policy DK
All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

The sending schools should adhere to the following guidelines in selecting the teachers to transfer to the receiving schools in the order listed below:

1. Review the transfer list to see if teachers at the overage school or subject assignment affected want to transfer, with the receiving principal’s approval.
2. The teacher considered for reassignment at the affected school will be the last person hired and must meet certification requirements.

Teachers administratively reassigned may apply for a voluntary transfer the following school year.

If there are several schools in need of teachers and several schools with excess teachers, or if there are several schools in need of teachers and only one school with an excess teacher(s), District Administration will assign placement based on campus need and certification requirements. No other applicants or options will be considered until the teacher(s) currently employed by the District are placed.

**Nepotism**  
*Policy DBE*

No person shall be appointed into a position who is related to a Board member or Superintendent by blood within the third degree or by marriage within the second degree. District employees shall not recommend for hire nor supervise relatives within the third degree by blood relationship or marriage relationship.

**Employment after Retirement**  
*Policy DC*

Tyler ISD reserves the right to review all employees and potential employees receiving retirement benefits from TRS (Teacher Retirement System) on an individual basis. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

**Employee Involvement**  
*Policies BQA, BQB*

At both the campus and district levels, Tyler ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district’s planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Office of Curriculum and Instruction at (903) 262-1048.

**Personnel Records**  
*Policy DBA, GBA*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee’s personal e-mail address is confidential and may not be released without the employee’s permission.

Employees may choose to have the following personal information withheld:

1. Address  
2. Phone number, including personal cell phone number  
3. Information that reveals whether they have family members  
4. Personal e-mail address

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

**Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name and/or marital status. Employees must update their home address, contact telephone number, emergency contact and/or beneficiary in the Employee Service Center under My Personal Information.

**Recertification of Employment Authorization**

*Policy DC*

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Office at 903-262-1009 if you have any questions regarding reverification of employment authorization.

**Staff Development**

*Policy DMA*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

All employees are required to complete the staff development training hours listed below every five years. Please see policy DMC (Local) for complete details.

1. A minimum of 200 clock hours for Teachers, Campus Administrators, and Certified/Non-certified Professional Personnel
2. A minimum of 100 clock hours for Clerical/Technical Personnel
3. A minimum of 50 clock hours for Auxiliary Personnel

Mandatory Staff Development may be required by principals/supervisors. All employees including, part-time positions, are required to attend.
Health Safety Training

*Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Rachel Barber, Director of Health Services, or the campus Athletic trainer (coaches) by the first day of school.

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

*Note: No Scentsy, scented air fresheners, or essential oil diffusers are to be used in classrooms or areas with students due to potential allergies and respiratory issues.*

Workload and Work Schedules

*Policies DEAB, DK, DL*

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

**Classroom teachers** will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Breaks for Expression of Breast Milk

*Policies DEAB, DG*

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

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

*Policy DBD*

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Alternative Instruction Methods

The District will determine in the case of school closure the procedures that allows the employee the continuation to work while staying in compliance with policy and allowing the opportunity for effective work reinforcement and guidance through electronic or conventional protocols.
LEAVES AND ABSENCES

For assistance with the Sub Management Center & Employee Absence, please contact:
Tessa Fuller, District Manager of Substitute Services, (903) 262-1076

For information about long-term leave options, please contact:
Kayla Vaughn (Professionals & Paraprofessionals) at (903) 262-1116
or
David Rodriquez (Auxiliary) at (903) 262-1073

Policies DEC, DECA, DECB
The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Office of Human Resources at (903) 262-1070 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Use of Leave. Leave is available for the employee’s use at the beginning of the school year. However, state personal and local leave is earned throughout the school year. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck. Employees on extended leave are subject to having payroll checks suspended until returning to their assigned duties.

Paid leave must be used in half-day increments but may be modified by the Time Card Approver, as needed. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Comp Time (if applicable)
- Local Leave
- State Sick
- State Personal

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

- Spouse
- 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.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild

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

Medical Certification. Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee, who is absent more than 5 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.
The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the District as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave. Under TRS-Active Care rules, an employee is no longer eligible for insurance through the District after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the District will provide the employee with notice of COBRA rights.

Employees should provide advance leave notice and medical certification. Tyler ISD should be notified 30 days in advance when the leave is “foreseeable,” or as soon as an employee is aware of the need for FMLA.

**Attendance.** Unscheduled absences, tardiness, and unscheduled early departures (whether excused or unexcused), failure to provide appropriate notification, or abuse of sick leave or other paid time off may result in corrective action up to and including termination of employment.

All employees must enter their absences in the Employee Service Center via District website, **even if all leave days are exhausted**. Instructions for reporting absences are given in this handbook. **Absences MUST be reported before midnight on the date of the absence. Failure to report absences may result in loss of compensation.** (DEC-R)

*If you need further assistance, call your campus/department administrative assistance or Tessa Fuller at (903) 262-1076.*

**State Personal Leave – Discretionary and Non-Discretionary**

**Policy DEC**

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

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Nondiscretionary leave (local sick day) allows a state employee to use up to eight hours of sick leave to attend educational activities of the employee’s children. Defines “educational activity” as a school-sponsored activity, including parent-teacher conference; tutoring; a volunteer program; a field trip; a classroom program; a school committee meeting; an academic competition; and an athletic, music, or theater program.
Discretionary. Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 3 days in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Guidelines for Use of Discretionary Leave
A notice of request for discretionary state personal leave shall be submitted to the principal or designee 3 days in advance of the anticipated absence. Discretionary state personal leave shall be granted on a first-come, first-served basis, with a maximum of 10% of campus employees in each category permitted to be absent at the same time for discretionary personal leave. Use of discretionary state personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary within 48 hours. 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 state personal leave may not be taken for more than 2 consecutive days, except in extenuating circumstances as determined by the Superintendent or the Office of Human Resources. In addition, discretionary state personal leave shall not be compensated on the following circumstances, unless approved by the Superintendent or the Office of Human Resources:

- The day before a school holiday
- The day after a school holiday
- Days scheduled for end-of-semester or end-of-year exams
- Days scheduled for STAAR test that effect the grade level or content tested
- Professional staff development or Work/records days

Employees must remember that the state personal days and sick leave days should be used conservatively in case an unexpected personal or family illness, family emergency, or death in the immediate family should occur. Unauthorized leave may result in loss of compensation.

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

Local Leave Days (Sick Leave)

State personal leave and local sick leave for the employee’s current year shall be available for use at the beginning of the school year. However, in the event that an employee who has used more sick leave than he or she has actually earned ceases to be employed by the District, the cost of the unearned leave shall be deducted from the employee’s final paycheck.

State sick leave: No longer earned; although leave accumulated prior to 5/30/95 is retained by employee.

Local sick leave: All employees shall earn local sick leave with no loss of pay as shown below:
- 10 month position 5 days
- 11 month position 6 days
- 12 month position 7 days
State and/or local sick leave may be used for death in the immediate family and shall not exceed five workdays per occurrence, subject to extenuating circumstances and the approval of the Human Resources Office. For purposes of personal illness, illness in the immediate family, family emergency, or death in the immediate family, available leave is preferred to be used in the following order:

1. Local sick leave.
2. State sick leave accumulated prior to the 1995-96 school year.

Local sick leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1995-96 school year, except as otherwise provided by this policy. Local sick leave may also be used for first-year care following the birth or adoption of an employee’s son/daughter or the placement of a child with the employee for foster care.

**Employees shall be charged leave as used even if a substitute is not employed. Leave shall be recorded in whole workdays and half workdays only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act or when coordinated with workers’ compensation benefits as provided in this policy.**

### Types of Leave

**Policy DEC**

Tyler ISD addresses three additional options for leave: Sick Leave Bank, Sick Pool, and Family Medical Leave (FMLA).

**Sick Leave Bank**

All ten-month, eleven-month, and twelve month permanent employees who work a minimum of 15 hours per week may join the Sick Bank by donating three local sick leave days and completing a membership application prior to September 30th each year. All personnel must be employed 30 calendar days before they are eligible for membership. The three days donated become the property of the Tyler ISD Sick Leave Bank. After exhausting all accumulated state and local sick leave days and state personal days for an unexpected extended illness, surgery, or injury, an eligible member may apply for up to thirty (30) days from the bank. The Sick Leave Bank does not cover normal pregnancy or conditions known to exist or those that were diagnosed on the employee on or before the date of joining the Sick Leave Bank. Please contact the Human Resources Department (262-1070) for Sick Leave Bank Guidelines. (See Policy DEC-Local for complete details.)

Note: It is not necessary to rejoin the Sick Leave Bank each year. However, if a person uses Sick Leave Bank days, he or she will be required reapply and donate an additional three (3) sick days the following school year to continue membership.

**Sick Pool**

A District sick leave pool may be established from voluntary donations of up to three local sick days by District staff members to assist a fellow employee suffering from an unexpected extended illness, surgery, injury, or other accepted medical reasons. The employee may participate in the pool until he or she has used thirty (30) days from the pool. To receive days from the pool, the requesting employee shall have been employed in the District one year and must first use all of his or her local state/sick leave, state personal leave and, if applicable, days provided by the sick leave bank. The sick leave pool must be initiated through the Human Resource Office. **An employee does not need to be a member to give to or to receive days from the Sick Pool.**
**Family and Medical Leave Act (FMLA)—General Provisions**

Employees who take an FMLA (Family Medical Leave Act) leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the District as they were when the employee was working. Otherwise, the District does not make benefit contributions for employees who are on unpaid leave. FMLA allows eligible employees to take up to 12 work weeks of job-protected leave for certain family and medical reasons. Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous 12 months.

**Leave Entitlements**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

**Benefits and Protections**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

**Eligibility Requirements**

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

**Requesting Leave**
Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures. Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**Employer Responsibilities**

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

**Enforcement**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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

For additional information:

www.wagehour.dol.gov

**Local Family and Medical Leave Provisions**

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

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

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

**Intermittent Leave.** When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.
Fitness for Duty. An employee that takes FML due to the employee’s own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee’s ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

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

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

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district’s share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee’s control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district’s share of premiums paid.

District Contact. Employees that require FML or have questions should contact Kayla Vaughn at (903) 262-1116 or David Rodriquez at (903) 262-1073 for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Policy DEC

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee’s notification of need for extended absence due to the employee’s own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician’s statement confirming the employee’s inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician’s statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.
Assault Leave

*Policy DEC*

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to Human Resources, 903-262-1070.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person’s age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers’ compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee’s accrued paid leave. The employee’s pay will be deducted if accrued paid leave is not available.

Bereavement Leave

Employees will receive up to three combined days with pay in the event of the death of an immediate family member. The days shall not be deducted from the employee’s time off. Additional days of absence shall result in a deduction of accumulated local or state days and will be subject to approval. Bereavement leave is available for up to two occurrences per year. The term “immediate family” shall include:

- Spouse;
- Son or daughter, including a biological, adopted, or foster child, son/daughter-in-law, stepchild or legal ward;
- Parent, step-parent, or parent-in-law;
- Sibling, step-sibling, or sibling-in-law; and
- Grandparent and grandchild.

Documentation requirement: In order to approve bereavement leave, a copy of the obituary, funeral program or certificate of death must be provided to the immediate supervisor and the Office of Human Resources. Details verifying the family relationship are also required. Bereavement leave must be used within a reasonable timeframe following the death of the family member. Failure to provide the required documentation may cause the employee’s leave to be used in lieu of bereavement leave.

Jury Duty

*Policy DEC*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee will be granted leave with pay and without loss of accumulated leave for jury duty. The employee is required to present documentation of the service to his or her supervisor and shall retain any compensation for this service. **An employee who has at least 2 hours left within a workday must report back to work.**
Other Court Appearances
Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. Absences for court appearances related to an employee’s personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave
Policy DEC

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

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for re-employment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for re-employment within the period of time specified by law to Tyler Independent School District. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Benefits Support Facilitator at (903) 262-1082 for details on eligibility, requirements, and limitations.

Non-scheduled Work Days (Flex Days)
The number of non-scheduled workdays for twelve-month employees is determined annually by the school calendar. Requests for approval of non-scheduled workdays should be submitted in advance to the direct supervisor (preferably two days) and are not subject to the limitations on discretionary leave.

Professional Organization Leave
Each of the local teacher organizations receive 5 days of campus business authorization codes that can be used as District business days for attendance at Teacher Organization Conferences. The president of the organization allocates those days to the local officers. It is not recommended that one person use all 5 days. Use of these days must be pre-authorized with the Director of Payroll and Benefits.

Religious Observance
The district will reasonably accommodate an employee’s request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.
Workers’ Compensation Benefits
The District, in accordance with state law, provides workers’ compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has workers’ compensation coverage from Claims Administrative Services, effective on the date of employment. 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. 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 calendar days. All work-related accidents or injuries should be reported immediately to the employee’s supervisor and the school nurse at your location.

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

Tyler ISD has embraced a return-to-work program for employees. It is the District’s goal to support employees in returning to work as soon as possible.

Separation Benefits
Upon the retirement, death, or voluntary resignation of an employee who has been employed by the District for a minimum of 15 continuous years, the employee, or the employee’s estate, shall be paid for unused accumulated local sick days at an amount equal to the daily rate of pay for a single day substitute for employee’s current position.

Professionals (Teachers/Administrators/other Professionals) who separate will receive the current non-certified substitute daily rate. Paraprofessionals/Hourly employees who separate will receive the current Paraprofessional substitute daily rate.

Reporting Absences
Employees must report absences online through the Employee Service Center, found on the Tyler ISD website.

Time Frame:
Absences may be reported in advance as far as the end of the school year; however, the system will not accept a report later than midnight on the date of absence. Failure to report absences within the given time frame may result in loss of compensation. (DEC-R)
Online Absence Reporting Instructions

Employees must report absences online through the Employee Service Center, found on the Tyler ISD website.

Employee Service Center

**MY ABSENCE REPORTING**

Begin by logging into the Employee Service Center from the District homepage or from your TEAMS Emp Self Serve Menu.

Use your District login to sign on. This is your network login (the login used when logging into the computer or email).

*If you do not know your User ID or Password, call the Technology Help Desk at 903-262-3000*

Select **My Absence Reporting** and then **Employee Absences**.
ABSENCE DETAILS

Start of Absence - Filled in from the date selected on the previous screen.

End of Absence - Complete this field if you will be absent more than one day.

Reason – MANDATORY
Use the drop down menu to choose your reason. List of Absence Reasons below.

Hours – Filled in by default from your schedule. Change to 4 hours absence if half day.

Substitute - The system detects if the job requires a substitute. If none is required, the next step will be to choose the Submit button.

An Authorization Code must be included for Campus Business or District Business.

Authorization Codes are provided by the campus/department administrative assistant.

REASONS FOR ABSENCE

1. Campus Business
2. Death in Family
3. District Business
4. Family Illness or Med Appt
5. Jury Duty
6. Military Leave
7. Personal Illness or Med Appt
8. State Personal Day
9. Vacation
10. Workers Comp Dr Appt
11. Workers Compensation
Choose default or Old State Days from the Path drop down list for:

- Family Illness or Med Appt.
- Personal Illness or Med Appt.
- State Personal Day

After choosing **Submit**, the absence will be created.

**Absence/Leave Request** will show all absences entered.

**Make Changes To A Future Dated Absence:**

Open **My Absence Reporting** and then **Employee Absences**.

Select the date on the calendar of the absence you need to delete. The date must be a future and not the current date.

Select the option buttons and choose desired action.

If a substitute was assigned to the job, you will be able to delete the substitute or transfer to new date.
Standards of Conduct

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident.

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

**Texas Educators’ Code of Ethics**

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

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.
3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

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

19 TAC 247.2
Dress Code

Policies DH

The purpose of the District dress code outlined below is to ensure that the employees and staff members of the District present a professional image to the public and students they serve. It is believed that staff dress is a major factor contributing to an appropriate educational climate on a campus.

The District Leadership Team contributed to the development and recommendation of this code. The specific guidelines are appropriate for professional, paraprofessional, and substitute employees and include the following:

1. All garments shall be properly fitted and convey a dignified and professional appearance.
2. Jeans shall not be worn. (discretion of the campus)
3. Jewelry accessories shall be appropriate.
4. Warm-ups (except for physical education teachers), sweats, or gym attire shall not be worn in the classroom.
5. Tights or Leggings may not be worn as pants.
6. Athletic shoes shall not be worn (except in physical education classes).
7. Women shall not wear low-cut clothing.
8. Men shall wear shirts with collars.
9. Men shall wear socks.

On special school days (spirit days and other designated days), exceptions may be made.

Tyler Independent School District will observe the guidelines listed above as standards for professional appearance at all times. Each campus principal has the discretion in determining a higher standard of dress.

Custodians and cafeteria employees shall wear clothes or uniforms appropriate for their job responsibilities.

Building principals may modify these requirements if an employee’s dress interferes with safety, modesty or appropriateness in the performance of his/her professional responsibilities.

Violations

Policies DCD, DF Series

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in discrimination, prohibited harassment, including sexual harassment, or retaliation of other employees or students.

Discrimination is defined as conduct directed at an employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law that adversely affects the employee’s employment.
Prohibited harassment is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance
2. Creates an intimidation, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

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

The District’s policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation are posted at each campus and published on Tyler ISD’s web page under DIA (Local).

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student’s parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the
appropriate authorities, as required by law. See Reporting Suspected Child Abuse below for additional information.

The District’s policy that includes definitions and procedures for reporting and investigating harassment of students can be found under Definition of Solicitation of a Romantic Relationship in DF (Legal) and text of FFH (Local) in the Board Policies Online on the Tyler ISD website.

**Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

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

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

Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student’s or minor’s development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student’s or minor’s development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual contact harmful to a student’s or minor’s mental, emotional, or physical welfare

Reports to Child Protective Services can be made online at [https://www.txabusehotline.org/Login/Default.aspx](https://www.txabusehotline.org/Login/Default.aspx) or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee’s failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee’s failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators’ Code of Ethics.
Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

**Sexual Abuse and Maltreatment of Children**

The District has established a plan for addressing sexual abuse and other maltreatment of children, which is explained above under “Reporting Suspected Child Abuse.” As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to the Department of Family and Protective Services (DFPS).

Employees are required to follow the procedures described above in Reporting Suspected Child Abuse.

**Employee/Student Relationships**

**Policy DHB Legal**

Tyler ISD staff must be ever mindful of their responsibility in their interactions with the children of our District. All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students.

Employees shall refrain from engaging in any actions, conduct or solicitations of a sexual or romantic nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Any sexual relationship between a District employee and a student is always prohibited, even if consensual. A district student who is also employed by the district is not prohibited from dating a peer of a similar age. See specific information regarding electronic communications with students.

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an employee of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate employee-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an employee of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the employee’s job duties and evidence a romantic intent or interest in the student, including
statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:

a) The nature of the communications;
b) The timing of the communications;
c) The extent of the communications;
d) Whether the communications were made openly or secretly;
e) The extent that the employee attempts to conceal the communications;
f) If the employee claims to be counseling a student, SBEC may consider whether the employee’s job duties included counseling, whether the employee reported the subject of the counseling to the student’s guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the employee reported the abuse or neglect to the appropriate authorities; and
g) Any other evidence tending to show the context of the communications between employee and student.

2. Making inappropriate comments about a student’s body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.

3. Making sexually demeaning comments to a student.


5. Requesting details of a student’s sexual history.

6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the employee.

7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.

8. Inappropriate hugging, kissing, or excessive touching.

9. Providing the student with drugs or alcohol.

10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.

11. Any other acts tending to show that the employee solicited a romantic relationship with the student.

19 TAC 249.3(50) A superintendent may notify SBEC of any employee misconduct that the superintendent believes in good faith may be subject to sanctions by SBEC. 19 TAC 249.14(d)

**Reporting Crime**

*Policy DG*

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

**Policy CQ**
The district’s technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

Employees who are authorized to use the systems are required to abide by the provisions of the District’s acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Technology Department at (903) 262-1084 or the Technology Help Desk at (903) 952-4357.

Electronic Communications Terms and Conditions

**Policy CQ, DH**

**Acceptable Use** - The purpose of providing electronic communications is to support education and research by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Tyler Independent School District. Use of electronic resources must comply with the rules appropriate for that resource. Transmission of material in violation of U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, pornography, or material protected by trade secret. Also prohibited are illegal access to computers or networks (“hacking”), commercial activities, product advertisement, personal advertising, chain letters, and political lobbying.

**Privileges** - The use of electronic communications is a privilege, not a right, and inappropriate use may result in a cancellation or restriction of those privileges. Each person who receives an account or uses District network resources agrees to the terms and conditions of the Electronic Communications Policy. All electronic communications, including, but not limited to, e-mail, Internet activity and network resources may be monitored at any time by the system administrators. No electronic communications activity using District resources is considered private. The system administrators will routinely perform maintenance and monitoring of the system that may lead to the discovery that a user has violated policy or law. Additionally, an individualized search will be conducted if there is reasonable suspicion that a user has violated a policy or law.

Inappropriate use of electronic communications constitutes a Level I offense for students, and “hacking” constitutes a Level II offense as outlined in the Tyler ISD Student Behavior Policy. Offenses will be dealt with according to District policy. District employees shall be governed by the Standards of Conduct outlined in the Employee Handbook. Activities in violation of state or federal laws will be reported to the appropriate authorities. The system administrators will deem what is inappropriate use. Also, the system administrators may close an account at any time as required. The administration, faculty and staff of Tyler Independent School District may request the system administrator to deny, revoke or suspend specific user accounts.
Network Etiquette - Users are expected to abide by the generally-accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in messages to others.
2. Use appropriate language. Do not swear, use vulgargies or any other inappropriate language, as accepted by community standards. Illegal activities are strictly forbidden.
3. Do not reveal personal addresses or phone numbers or those of students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
5. Do not use electronic resources in such a way that would disrupt their use by others.
6. Do not attempt to gain access to locations on networks where specific privileges have not been given.
7. All communications and information accessible via electronic communications should be assumed to be copyrighted unless otherwise stated.

Warranties - Tyler Independent School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Tyler Independent School District will not be responsible for any damages. This includes loss of data resulting from delay, non-delivery, mis-delivery, or service interruption caused by the District’s own negligence or user errors or omissions. Use of any information obtained via the Internet is at user’s own risk. Tyler Independent School District specifically denies any responsibility for the accuracy or quality of information obtained through the network.

Security - Security on any computer system is a high priority, especially when the system involves many users. If a user can identify a security problem on the network, the user must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual’s account without written permission from that individual. Attempts to log on to the network as another user will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. All computers can be monitored at any time by the Management Information Systems Department or the Instructional Technology Department.

Purchases - Users are solely responsible for services, memberships or merchandise purchased through the District’s access to electronic communications. The Tyler Independent School District shall not be a party to such transactions or be liable for any costs or damages arising out of, either directly or indirectly, such actions.

Telephone Charges - Users may not incur long distance phone charges. Tyler Independent School District assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by the user. Any disputes or problems regarding phone service are strictly between the user and his or her local phone company and/or long distance provider.

Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the network, or through electronic communications. This includes, but is not limited to, uploading or creating computer viruses, gaining illegal access to a computer or network or altering electronic information belonging to others.

Damages - The user specifically agrees to reimburse the Tyler Independent School District and the system administrators for any losses, costs, or damages, including reasonable attorneys’ fees incurred by the Tyler
Independent School District and the system administrators relating to, or arising out of any breach of the electronic communications policy by the user.

**Antivirus Software** - A computer virus is a malicious program that can attach itself to executable files and operating system files on both floppy and hard disks. Viruses can destroy data and in some cases damage hardware. Viruses are spread by sharing files, disks, and by downloading programs from the Internet or E-mail. Antivirus software is provided for every computer on the Tyler Independent School District’s network. This software must not be disabled or tampered with by the user. Virus attacks should be reported to the Management Information Systems Department or the Help Desk. Intentionally introducing or spreading a virus will be considered vandalism and will result in the cancellation of privileges.

**Laptop Computers** - Laptop computers, which were not purchased by the Tyler Independent School District, may not be connected to the District’s network or phone lines without the express permission of the Director of Instructional Technology or the Director of Management Information Systems.

Care and security of the Tyler ISD laptops assigned to the employee is the direct responsibility of the employee. The employee must report damaged technology equipment to the Tyler ISD Electronic Service Center immediately. Any lost or stolen technology equipment must be reported to the Tyler ISD Police Department immediately. Any cost of repair or replacement of technology equipment due to obvious employee negligence will be debited from the employee’s paycheck.

All equipment, including laptops assigned to the employee, is to be returned to the District facility from which it was assigned within 24 hours of the employee being reassigned to another facility or upon termination of employment. Any equipment not returned will have its total replacement cost debited from the employee’s last paycheck.

**Personal Use of Electronic Communications**

_Policy CQ, DH_

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district’s students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee’s use of electronic media interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee’s page, including content added by the employee, the employee’s friends, or members of the public who can access the employee’s page, and for web links on the employee’s page. The employee is also responsible for maintaining privacy settings appropriate to the content.
An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee’s personal social network page(s) using the district’s computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee’s immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See Electronic Communications between Employees, Students, and Parents, below, for regulations on employee communication with students through electronic media.

**Electronic Communications between Employees, Students, and Parents**

*Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student’s parent. The written consent shall include an acknowledgement by the parent that:
The employee has provided the parent with a copy of this protocol.

The employee and the student have a social relationship outside of school;

The parent understands that the employee’s communications with the student are excepted from district regulation; and

The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- **Electronic communications** means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

- **Communicate** means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a communication.

- **Certified or licensed employee** means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

  - The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.

  - The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.

  - The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

  - The employee does not have a right to privacy with respect to communications with students and parents.

  - The employee must include at least one of the student’s parents or guardians as a recipient on each text message or other electronic communication so that the student and parent receive the same message.
• The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  o Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  o Copyright law [See Policy CY]
  o Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
• Prohibition against soliciting or engaging in sexual conduct or romantic relationship with a student.[Policy DHB]
• Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
• Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
• An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
• An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Cellular Telephone Use
All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee’s use of electronic communication violates state or federal law or District policy, or interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. [see DH(LOCAL)]

Criminal History Background Checks
Policy DBAA
Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual’s fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee’s current national criminal history and updates to the employee’s subsequent criminal history. All volunteers or any individual in contact with students must have a background check.

Fingerprinting Requirement
Senate Bill 9 – Fingerprinting Requirement
Senate Bill 9 requires expanded criminal history information reviews of school district employees and other persons who have contact with students. Individuals required by Senate Bill 9 (SB 9) to submit fingerprint information to the Texas Department of Public Safety (DPS) are:

• All certified educators
• All noncertified employees
• All classroom substitute employees, whether certified or not
• Contractor employees who may have direct contact with students, including independent contractors and employees of subcontractors
• Volunteers, unless they are a parent or guardian of a student and accompanied on campus by a district employee, or are volunteering for a single event
• All others who will have direct contact with students, including coaches and tutors

The district can also require all employees to be fingerprinted at their discretion

Searches and Alcohol and Drug Testing

Policy DH, DHE

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

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

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Human Resources Department at (903)262-1075.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

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

Moral turpitude includes the following:

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

If an educator is arrested or criminally charged, the superintendent is also required to report the educator’s criminal history to the Division of Investigations at TEA. The District reserves the right to terminate an employee for arrest records acquired during employment with Tyler ISD.

**Alcohol and Drug-Abuse Prevention**

*Policy DH*

Tyler ISD is committed to maintaining a drug-free and an alcohol-free environment and will not tolerate the use of illegal drugs or alcohol in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. Employees shall not lawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana.
2. Any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
3. Alcohol or any alcoholic beverage.
4. Any abuse of glue, aerosol paint, or any other chemical substance for inhalation.
5. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

**Consequences of Positive Test Results**

*Policy DHE*

In addition to the consequences established by federal law, a District employee confirmed to have violated the District’s policy pertaining to alcohol or controlled substances shall be subject to District-imposed discipline, as determined by his or her supervisor(s) and the Superintendent. Such discipline may include any appropriate
action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. [See DF series]

In cases where the District also employs a driver in a non-driving capacity, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee’s functions and duties that involve driving. Additionally, upon recommendation of the employee’s supervisor, disciplinary measures up to and including termination of employment with the District may be considered.

All employees subject to alcohol and drug testing will receive a copy of the District’s policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Ronald K. Jones, (903) 262-1070.

**Department of Transportation (DOT) Testing Program**

*Policy DHE*

The District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

**Tobacco Products and E-Cigarette Use**

*Policies DH, FNCD, GKA*

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

**Reasonable Suspicion Testing**

*Policies DHE (Local)*

The District reserves the right to conduct searches when the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee’s personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Searches that reveal a violation of the District’s standards of conduct may result in disciplinary action.

In addition to the consequences established by federal law, a District employee confirmed to have violated the District’s policy pertaining to alcohol or controlled substances shall be subject to District-imposed discipline, as determined by his or her supervisor(s) and the Superintendent. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. [See DF series]
Reports to State Board for Educator Certification

Policy DF
The dismissal or resignation of a certified employee will be reported to the SBEC when the Superintendent first learns about an alleged incident of conduct that involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

Fraud and Financial Impropriety

Policy CAA
All employees should act with integrity and diligence in duties involving the district’s financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

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

Soliciting

District employees are provided the opportunity to support outside organizations and charities. All solicitations other than school-related projects shall have prior approval of the Superintendent or a designee. A list of agencies approved by the District shall be reviewed annually by the Superintendent or a designee. Payments to charitable agencies may be made by payroll deduction when authorized by the Board.
Conflict of Interest

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

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

Copyrighted Materials

Policy CY
Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

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

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

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

Policy DG

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

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

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

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

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

These procedures shall be published in the appropriate handbooks, manuals, and other similar documents. The published document(s) may also be made available electronically. Persons who violate this policy, or the procedures that implement it, may be subject to disciplinary action up to and including suspension or expulsion for students and termination for employees and or agents of Tyler ISD.

Where a social security number and other PII protected by law are contained within a document subject to the Public Information Act, the social security number shall be redacted in compliance with Open Records Decision 684. All district employees and board members should ensure that an up-to-date Opt Out Option Form is on file with human resources and that they properly update their options in the TEAMS Employee Service Center, My Personal Information, My Privacy Flags.

LEGAL REF: The Privacy Act of (197418 USC 1028; 5 USC 552a), The Fair and Accurate Credit Transaction Act of 2003 (FACTA), The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and Texas Government Code § 552.147

Information Collected

Social security numbers should only be collected where required by federal or state law. The District-created student identification number should be used for in-District student identification, not the social security
number. Whenever the District collects a social security number, the District shall inform the individual of the purpose for the collection, the intended use, whether the law requires the number to be provided, and the consequences of not providing the number.

**Public Display**
Social security numbers shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, or any other materials or documents seen by others widely. Documents, materials, or computer screens that display social security numbers or other sensitive information shall be kept out of public view at all times. Social security numbers shall not be required for a District employee, student, or staff member to gain access to the Internet or network.

**Mailed or Transmitted Documents**
Documents containing social security numbers shall only be sent by mail when permitted by law. Documents containing social security numbers that are sent through the mail shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package. A social security number may be included in a mailed document where: 1) It is sent as part of an application or enrollment process initiated by the individual. 2) It is sent to establish, confirm the status of, service, amend, or terminate an account, contract, employee, or health insurance benefit - or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit. 3) It is contained in a public record and is mailed in compliance with the freedom of information act. 4) It is a copy of a vital record, which was recorded according to law, and is mailed to a person entitled to receive that record. 5) It is mailed by, or at the request of, an individual whose social security number appears in the document or information or his or her parent or legal guardian. Social security numbers and other sensitive PII shall not be sent through email unless the connection is secure or the number is encrypted. No individual shall be required to send his or her social security number through email unless the connection is secure or the number is encrypted.

**Telephonic Communications**
District employees shall not disclose any social security number or sensitive PII over the telephone or leave a voice mail message disclosing such information. If a social security number or any sensitive PII must be faxed, the fax message shall be accompanied by a transmittal sheet, which includes the District's name, a “Confidential Notice” stating that the information included is intended to be privileged and confidential, and that it is only intended for the use of the individual or entity named on the transmittal sheet.

**Access to Social Security Numbers**
Only those persons authorized by the Superintendent or building Principal shall have access to social security numbers or other sensitive PII. Under no circumstances will any student have access to social security numbers or other sensitive PII for either students or staff.

**Storage and Disposal**
All documents or files that contain social security numbers or other sensitive PII shall be stored in a physically secure manner. Social security numbers and sensitive PII shall not be stored on computers or other electronic devices that are not secured against unauthorized access. Documents or other materials that contain social security numbers or other sensitive PII shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as level 3 crisscross shredder or the district’s mass shreds) offered by Records Management. When erasing social security numbers or sensitive PII from computers, it shall be ensured that the information is completely purged.
*Based on the District’s retention schedules, the Records Management Officer shall establish regular intervals when unneeded sensitive PII is disposed of properly.

**Improper Disclosures**

Any individual who suspects that an improper disclosure of a social security number or other sensitive PII has been made shall immediately inform the Records Management Officer. If the Superintendent suspects that an improper disclosure of sensitive PII has been made, he/she shall comply with the notice provisions of business and Commerce Code 521.053(e), as indicated in district policy CQ (Legal).

**Subpoenas**

All process servers should be sent to Records Management for service of court papers on a District employee.

If a service or documents are received by a district department/campus: A copy of ALL SUBPOENAS, Court Orders, and Deposition by Written Questions (DWQ) regarding school District business should be sent to the Records Management Officer via Eduphoria Help Desk, 15. Records Management, 15.03 Subpoena.

**Procedure Availability**

All current and future District employees shall be given a copy of the above policies and procedures. The District Privacy Policy and Procedures shall be published in an employee handbook, procedural manual, or another similar document, that may be made available electronically.

**Accountability**

Any person who fails to comply with the District’s Privacy Policy and Procedures shall be subject to appropriate discipline as determined by the Superintendent.

LEGAL REF: The Privacy Act of (197418 USC 1028; 5 USC 552a), The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Business and Commerce Code 521.053 (e), and Texas government Code § 552.147.

**Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district’s weapons policy should report it to their supervisor or call Tyler ISD Police Department at (903) 262-1111 immediately.

**Visitors in the Workplace**

*Policy GKC*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building’s main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.
Asbestos Management Plan

Policy CKA
The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district’s management plan is kept in the Maintenance office and is available for inspection during normal business hours. Tyler ISD is in full compliance with the Environmental Protection Agency Asbestos Hazard Emergency Response Act (AHERA). Tyler ISD has inspected all District buildings and developed management plans for these facilities.

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the common area. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.
COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district’s policy concerning the process of bringing concerns and complaints found at www.tylerisd.org/Page/17898.

COMPENSATION AND BENEFITS

Director of Payroll /Benefits
Sandra Petrick
(903) 262-1079
Sandra.Petrick@tylerisd.org

Payroll Supervisor
Serrena Johnson-Pouncy
(903) 262-1023
Serrena.Johnson@tylerisd.org

Payroll / Benefits Facilitator-Transportation
Gina Mahaffey
(903) 262-1081
Gina.Mahaffey@tylerisd.org

Payroll Facilitator-Paraprofessional & Auxiliary
Mike Pope
(903) 262-1018
Mike.Pope@tylerisd.org

Benefits Support Specialist
Alexandra Garcia
(903) 262-1082
Alexandra.Garcia@tylerisd.org

Policies DEA, DEAA, DEAB

The Tyler ISD Employee Compensation Plan is a pay system for all District personnel. The pay system is designed to provide appropriate pay for the assessed worth of individual jobs. The system shall be administered with the intention that employee compensation:

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. Reward continued length of service to the District.
4. Be fiscally controlled and cost effective.

Annuity Plans

The District currently provides the opportunity for employees to make salary reductions to a 403(b) and 457(b) tax-sheltered annuity program. Effective January 1, 2009, all common law employees, including substitutes and part-time employees will be eligible to participate in the 403(b) plan. Please refer to the Teacher Retirement System (TRS) website for more information:

- [https://www.trs.texas.gov/Pages/403b_active_why_save.aspx](https://www.trs.texas.gov/Pages/403b_active_why_save.aspx)
- [https://www.trs.texas.gov/Pages/403b_active_types_of_plans.aspx](https://www.trs.texas.gov/Pages/403b_active_types_of_plans.aspx)
- [https://www.trs.texas.gov/Pages/403b_active_member.aspx](https://www.trs.texas.gov/Pages/403b_active_member.aspx)
The District contact for information on payroll deductions to the 403(b) or 457(b) plans is Director of Payroll/Benefits at (903) 262-1079. District forms and information can be located at the www.tylerisd.org on the Payroll Department page.

**Salaries, Wages, and Stipends**

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District’s pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or non-exempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. *(See Overtime Compensation in this handbook)*

All employees will be able to access their pay by logging on to the Employee Service Center at the beginning of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend or an additional compensation, in addition to their salary.

Employees should visit the District website *(www.tylerisd.org)* for more information about the District pay schedules.

**Paychecks**

All employees are paid monthly and MUST have an active direct deposit account. If an event occurs where a paper check is issued, paychecks will not be released to any person other than the District employee named on the check without the employee’s written authorization.

An employee’s payroll statement in the Employee Service Center contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Tyler ISD employees receive their payroll checks on the 16th of each month unless the 16th is on Saturday or Sunday, or a bank holiday, then the checks are issued the preceding business day. The three main pay cycles, September-August (10-month: 183-198 calendar days); August-July (11-month: 204-214 calendar days); and July-June (12-month: 219-232 calendar days), are set up in accordance to an employee’s number of workdays.

Payroll information is reported on a monthly basis. The payroll report due dates are listed below:
### Automatic Payroll Deposit

Employees must have their paychecks electronically deposited into a designated account or prepaid debit card. Employees may enter Direct Deposit information directly into the Employee Service Center or may complete a Direct Deposit form and return it along with a copy of a voided to check to the Payroll Department. Contact Benefits Support Specialist at (903) 262-1082 for more information about the automatic payroll deposit service.

### Payroll Deductions

*Policy CFEA*

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

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

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Salary deductions are automatically made for unauthorized or unpaid leave.
Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

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

Teacher Retirement

Teacher Retirement System administers a defined benefit retirement plan that is a qualified pension trust under Section 401(a) of the Internal Revenue Code. The pension trust fund provides service and disability retirement, as well as death and survivor benefits, to eligible Texas public education employees and their beneficiaries.

Retirement benefits are financed by member and state contributions, employer contributions under certain circumstances, and through investment earnings of the pension trust fund. Tyler ISD participates in the Texas Teacher Retirement System as authorized by law.

Employees can register on MyTRS, the online access portion of the TRS website. When you register for MyTRS, you create your own unique User ID and password. You can use MyTRS to help plan for retirement, keep track of your personal account, and access important announcements and other communications from TRS. MyTRS is available to eligible TRS members and annuitants who have completed the registration process. You can register at (www.trs.texas.gov).
Employees who plan to retire under TRS should notify the Payroll Supervisor at (903) 262-1023 as soon as they make the decision to retire. Information on the application procedures for TRS benefits are available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas 78701-2698 or call (800) 223-8778 or (512) 542-6400. TRS information is also available on the web (www.trs.texas.gov).

TRS issues personal membership cards with unique Participant Identification (PID) number printed on the front of the card. When contacting TRS, you will need to provide your PID as listed on your membership card, social security number and date of birth.

**Time Clock Rules and Procedures for At-Will Employees**

Tyler ISD follows guidelines established by the U.S. Department of Labor under the Fair Labor Standards Act. A time clock is provided at each work location for use by each at-will employee. If at-will employees fail to use the time clock properly, they can be written up, sent home without pay, or terminated. At-will employees must immediately notify their supervisor when they realize the time clock has not been used properly.

Each hourly employee is required to punch for arrival, lunch and departure. If at-will employees leave work for any reason that is not work-related, (for example, a medical appointment or to run an errand) they must clock out when leaving and clock in when returning. A supervisor’s permission to leave the campus does not mean that employees do not have to clock in and out. Additionally, all at-will employees must clock in and out for lunch. **There are no exceptions.** All at-will employees must take a duty free lunch.

Each employee must clock in and clock out for himself. Employees will not offer to take someone’s badge to the clock and punch for them. **Scanning another employee’s badge may be grounds for termination.**

**Unemployment Compensation**

*Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should call Workforce Solutions East Texas at (903) 561-8131.

**Travel Expense Reimbursement**

*Policy DEE*

Before any travel expenses are incurred by an employee, the employee’s supervisor must give approval. All out-of-state travel must be approved by the Superintendent, in advance. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Employees must submit receipts to be reimbursed for expenses other than mileage and per diem meals. For detailed guidelines, please refer to Travel Guidelines and Procedures on Tyler ISD’s web site.

**General Pay Increases**

Pay ranges shall be structured to allow opportunities 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. Employees must meet the following criteria on the previous year’s evaluation to receive an annual general pay increase.
Principals: Principals under the T-PESS evaluation system must receive “Proficient” or above as follows:

- **1-2 years of experience**: Principals under the T-PESS evaluation system must receive “Proficient” or above on eleven (11) of the twenty one (21) T-PESS Dimensions and no more than two (2) needs improvement.
- **3-4 years of experience**: Principals under the T-PESS evaluation system must receive “Proficient” or above on thirteen (13) of the twenty one (21) T-PESS Dimensions and no more than two (2) needs improvement.
- **5+ years of experience**: Principals under the T-PESS evaluation system must receive “Proficient” or above on fifteen (15) of the twenty one (21) T-PESS Dimensions and no more than two (2) needs improvement.

Teachers: Teachers under the T-TESS evaluation system must receive “Proficient” or above as follows:

- **1 year of experience**: Teachers under the T-TESS evaluation system must receive “Proficient” or above on seven (7) of the sixteen (16) T-TESS Dimensions and no more than two (2) needs improvement.
- **2 years of experience**: Teachers under the T-TESS evaluation system must receive “Proficient” or above on nine (9) of the sixteen (16) T-TESS Dimensions and no more than two (2) needs improvement.
- **3 years of experience**: Teachers under the T-TESS evaluation system must receive “Proficient” or above on eleven (11) of the sixteen (16) T-TESS Dimensions and no more than two (2) needs improvement.
- **4+ years of experience**: Teachers under the T-TESS evaluation system must receive “Proficient” or above on twelve (12) of the sixteen (16) T-TESS Dimensions and no more than two (2) needs improvement.

Auxiliary and Clerical/Technical Employees: Must score an 80 or above on Employee Evaluation.

Administrative/Professional Employees: Must score an 80 or above on Employee Evaluation.

Additional Requirements: To qualify for a general pay increase, employees must be employed by March 1st of the previous school year. All employees must be employed for at least 90 days of the previous school year.

Promotional Pay Increases
The district guideline for pay increases when a promotion occurs is one percent (1%) of the new pay grade midpoint if the employee’s current pay rate is above the minimum of the new pay grade. Other considerations may apply.

Overtime Compensation

*Policies DEAB, DEC*

The District compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.
Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee’s regular work schedule. Non-exempt employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Monday and ends at midnight Sunday.

Employees may be compensated for overtime at time-and-a-half compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time is to be used in the duty year that it is earned.
- Use of comp time may be at the employee’s request with supervisor approval, as workload permits, or at the supervisor’s direction.
- An employee shall be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all non-exempt employees for the purpose of wage and salary administration.

In the event that discretionary leave was used, and the employee worked 40 hours in the same week, that discretionary leave will be returned to the employee.

**Meals and Rest Periods**

There is no FLSA requirement to provide meal or rest periods. Meal periods are non-compensable time if they are half an hour or longer and the employee is completely relieved of all duties. Campuses/Departments providing a thirty-minute duty free meal period for paraprofessional employees must ensure that these employees work an additional thirty minutes.

**Cafeteria Plan Benefits (Section 125)**

Employees are eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pre-tax basis. A third-party administrator handles employee claims made on these accounts.

New employees **must** accept or reject this benefit during their first 30 days of employment. All employees must also accept or reject this benefit on an annual basis and during the specified time period.

The Cafeteria Plan is a benefit allowing employees to tax shelter certain items that are being payroll deducted. Employees benefit by reducing their amount of taxable wages, which saves on the amount of income tax they have to pay. **Employees must understand that if they choose to tax shelter any of the premiums listed below, they cannot cancel the insurance during the plan year October 1 through September 30.** Even if there is a premium increase on one of the premiums that is tax sheltered, employees cannot make the change until the end of the plan year. Examples of family status changes are marriage, divorce, birth of a child, death of a family member, or change of employer of a spouse. The following premiums can be tax sheltered under a Section 125 Cafeteria Plan:

<table>
<thead>
<tr>
<th>Health</th>
<th>Cancer</th>
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<tbody>
<tr>
<td>Dental</td>
<td>Accident</td>
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<td>Vision</td>
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Employees can also tax shelter money to pay for medical items not reimbursed by insurance and childcare through a flexible spending account. Money is deducted from your payroll check on a tax-sheltered basis. Caution: If you do not use all of the money set aside for these expenses by submitting a claim, you will lose the money. You can also participate in a Health Savings account if you are enrolled in the High Deductible medical plan. These benefits are administered by National Benefit Services. If you have further questions, contact Financial Benefit Services at 800-583-6908.

**HIPAA**

Under a 1996 Federal law, group health plans must generally comply with the requirements listed below. However, the law also permits State and local governmental employers that sponsor health plans to elect to exempt a plan from these requirements for any part of the plan that is self-funded by the employer, rather than provided through a health insurance policy. Tyler Independent School District has not elected to exempt Tyler Independent School District Self-funded Group Health Plan from 4 and 5 of the following requirements:

1. **Special enrollment periods.** Group health plans are required to provide special enrollment periods for individuals who do not initially enroll in the plan because they have other coverage, but subsequently lose that coverage. Also, if a plan provides dependent coverage, the plan must provide a special enrollment period for new dependents within 30 days after a marriage, birth, adoption or placement for adoption.

2. **Prohibitions against discriminating against individual participants and beneficiaries based on health status.** A group health plan may not discriminate in enrollment rules or premium contributions based on certain health status-related factors: health status, medical condition (physical and mental illnesses), claims experience, receipt of health care, medical history, genetic information, evidence of insurability, and disability.

3. **Standards relating to benefits for mothers and newborns.** Group health plans offering health coverage for hospital stay in connection with the birth of a child generally may not restrict benefits during the first 48 hours for a normal vaginal delivery, and 96 hours for a cesarean section.

4. **Parity in the application of certain limits to mental health benefits.** Group health plans offering mental health benefits may not set annual or lifetime dollar limits on mental health benefits that are lower than limits for medical and surgical benefits. A plan that does not impose an annual or lifetime dollar limit on medical and surgical benefits may not impose that type of limit on mental health benefits. These requirements do not apply to benefits for substance abuse or chemical dependency.

5. **Required coverage for reconstructive surgery following mastectomies.** Group health plans that provide medical and surgical benefits with respect to a mastectomy must provide certain benefits in connection with breast reconstruction.

6. **Coverage of Dependent Students on Medically Necessary Leave of Absence.**

The exemption from these Federal requirements will be in effect for the October 1, 2020 through September 30, 2021 plan year. The election may be renewed for subsequent plan years.

The law also requires the Plan to provide covered employees and dependents with a certificate of creditable coverage when they cease to be covered under the Plan. The certificate provides evidence that the employee was covered under this Plan and may entitle him to certain rights under another employer’s health plan. If you have any questions or concerns regarding this information, please feel free to call (903) 262-1079.
HIPAA Confidentiality Agreement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that mandates how Tyler ISD and its employees must protect patient health information, to the extent employees have access. Tyler ISD has developed Privacy Policies and Procedures that explain how employees may use and disclose patient health information in accordance with the law. Regardless of training, all employees are always required to comply with HIPAA.

Employees found to be in violation of the privacy and confidentiality rules governing patient health information, through disclosure or otherwise, will be subject to disciplinary action, up to and including termination of employment. In addition, HIPAA provides for civil monetary penalties up to $25,000 per person, per year for violations of patient confidentiality rules, as well as federal criminal penalties, which may include fines of up to $250,000 and ten years in jail for intentional wrongful disclosures.

Definitions:
For purposes of this Agreement:

- “Designated Record Set” will have the same meaning given to the term “designated record set” in 45 CFR §164.501.
- “Individual” will have the same meaning as the term “individual in 45 CFR §164.501 and will include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- “Privacy Rule” will mean the Standards for Privacy of Individually Identifiable Health Information of 45 CFR Part 160 and Part 164, Subparts A and E.
- “Protected Health Information” will have the same meaning as the term “protected health information” in 45 CFR §164.501, limited to the information created or received by the Service Provider from or on behalf of the Employer.
- “Representative” will include the Service Provider’s managing members (as applicable), trustees, general partners (as applicable) and financial and legal advisors.
- “Required by Law” will have the same meaning as the term “required by law” in 45 CFR § 164.501.
- “Secretary” will mean the Secretary of the Department of Health and Human Services or his designee.

1. Confidentiality.
At all times, both during and after the termination of its relationship with the Employer for any reason, Service Provider and its Representative will not use, disclose, or give others any of the Protected Health Information in any manner whatsoever, except as provided in paragraphs 2 and 3 of this Agreement, and will hold and maintain the Protected Health Information in confidence. The Service Provider will ensure that appropriate safeguards are in place to prevent the use or disclosure of the Protected Health Information other than as permitted by this Agreement.

2. Permitted Uses and Disclosures.
   A. (Except as otherwise limited in this Agreement, Service Provider may use or disclose PHI, provided that such use or disclosure of PHI would not violate the Privacy Rules, as follows: (a) as permitted or required in this Appendix and in the Service Agreement; (b) as Required by Law in accordance with 45 CFR § 164.512; (c) for the proper management and administration of Service Provider; (d) to fulfill any present or future legal responsibilities; (e) for Data Aggregation services to the Plan (as defined in 45 CFR § 164.501); or (f) any use and disclosure of PHI that has been identified within the meaning of 45 CFR § 164.514.
   B. Service Provider agrees to document and disclosures of Protected Health Information and the
information related to such disclosures to respond to an accounting of disclosures or Protected Health Information if requested by Employer in accordance with 45 CFR § 164.528, and to provide such documentation to the Employer as it may request from time to time.

C. In the event that Service Provider maintains PHI in a Designated Record Set, Service Provider agrees to provide access to such PHI that it maintains in a Designated Record Set to the Individual to whom the PHI relates in accordance with 45 CFR § 164.524. Furthermore, at the request of the Employer, Service Provider agrees to make amendments to PHI that it maintains in a Designated Record Set as directed by the Employer and to incorporate any amendments to PHI in accordance with 45 CFR § 164.526.

D. Service Provider may disclose Protected Health Information to its agents or subcontractors with a bona fide need to know such Protected Health Information, but only if, prior to such disclosure, such agents or subcontractors provide reasonable assurances that they will agree to the same restrictions and conditions that apply to Service Provider with respect to such Protected Health Information.

3. Required Disclosures and Use.
   Service Provider may disclose the Protected Health Information revealed to it by Employer if and to the extent that such disclosure is required by law or court order or as otherwise permitted by law. Further, Service Provider agrees to make its internal practices, books, and records, including policies and procedures, relating to the use and disclosure of Protected Health Information received from, or created or received by the Service Provider on behalf of the Employer available to the Secretary, as requested by the Employer or designated by the Secretary, for purposes of the Secretary determining employer’s compliance with the Privacy rule.

4. Required Notice to the Service Provider.
   In accordance with 45 CFR § 164.520, and to the extent that such a limitation may affect the Service Provider’s use or disclosure of Protected Health Information, the Employer will notify the Service Provider of any limitation(s) in its notice of privacy practices, including, without limitation, any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information. Employer will also notify the Service Provider of any restriction to the use or disclosure of Protected Health Information that Employer has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Service Provider’s use or disclosure of Protected Health Information.

5. Required Notice to the Employer.
   The Service Provider will report to the Employer any use or disclosure of Protected Health Information other than as provided by this Agreement within ten days of becoming aware of such use or disclosure.

6. Disclosure to Employees of the Employer.
   A. Except with respect to disclosures under Section 3 of this Agreement, the Employer acknowledges and agrees that the Service Provider shall only disclose PHI in its possession to the employees who are identified by the Employer in the attached Appendix (Designated Persons) in accordance with 45 CFT § 184.504(f), and that such disclosures are solely for purposes of carrying out plan administration functions that the Employer performs for its Group Health Plan.
   
   B. Employer agrees to timely notify Service Provider in writing of any changes to the names or positions of employees listed in subsection 6(a) as Designated Persons. Service Provider shall have no duty to inquire whether the list of Designated Persons is accurate.
   
   C. Employer shall indemnify and hold harmless Service Provider (and its employees) from any and all liability Service Provider may incur as a result of any improper use or disclosure of PHI by the Employer or a Designated Person(s).
7. **Electronic Data Interchange.**
The parties acknowledge that, as an agent of Employer, Service Provider is not subject to the provisions of the Standards for Electronic Transactions Rule (as set forth in 45 CFR parts 160 and 162).

8. **Term/Termination**

8.1 **Term.** This Agreement shall be effective as of the later of (i) April 14, 2003, (ii) such later effective date of the Privacy Rule, or (iii) the date set forth above, and shall terminate as provided in Section 8.2 or upon sixty (60) days written notice by the Employer or the Service Provider.

8.2 **Termination for Cause.** Upon Employer’s knowledge of a material breach of this Agreement by Service Provider, the Employer shall either:

1. Provide an opportunity for Service Provider to cure the breach or end the violation and terminate this Agreement and any agreement between the parties with respect to the services set forth on Appendix A if Service Provider does not cure the breach or end the violation within the time specified by the employer; or
2. Immediately terminate this Agreement and any agreement between the parties with respect to services set forth on Appendix A if Service Provider has breached a material term of this Agreement and cure is not possible; or
3. If neither termination nor cure is feasible, Employer shall report the violation to the Secretary.

8.3 **Effect of Termination.**

1. Upon termination of this Agreement, for any reason, Service Provider shall return or destroy all Protected Health Information received from Employer, or created or received by Service Provider on behalf of Employer. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Service Provider. Service Provider shall retain no copies of the Protected Health Information.
2. In the event that Service Provider determines, in its sole discretion, that returning or destroying the Protected Health Information is infeasible, Service Provider shall provide to Employer notification of the conditions that make return or destruction infeasible. In the event that Service Provider determines that return or destruction of the Protected Health Information is infeasible, Service Provider will continue to extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as the Service Provider maintains such Protected Health Information.

9. **No Third Party Beneficiaries.**
Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than Employer, Service Provider and their respective successors or assigns, any rights, remedies or obligations whatsoever.

10. **Successors and Assigns.**
This Agreement and each party’s obligations hereunder will be binding on the representatives, assigns, and successors of such party and will inure to the benefit of the assigns and successors of such party; provided, however, that the rights and obligations of the Service Provider hereunder are not assignable.
All notices, requests, consents and other communications hereunder will be in writing, will be addressed to
the receiving party’s address set forth below or to such other address as a party may designate by notice
hereunder, and will be either (i) delivered by hand, (ii) made facsimile transmission, (iii) set by overnight
courier, or (iv) sent by registered or certified mail, return receipt requested, postage prepaid.

<table>
<thead>
<tr>
<th>If to the Employer:</th>
<th>Tyler ISD</th>
<th>If to the Service Provider:</th>
<th>Financial Benefit Services</th>
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<tbody>
<tr>
<td></td>
<td>P. O. Box 2035</td>
<td></td>
<td>2121 N. Glenville Dr.</td>
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<tr>
<td></td>
<td>Tyler, TX 75710</td>
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<td>Richardson, Texas 75082</td>
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12. Entire Agreement
This Agreement embodies the entire agreement and understanding between the parties hereto with respect
to the subject matter hereof and supersedes all prior oral or written agreements and understandings relating
to the subject matter hereof. No statement, representation, warranty, covenant or agreement of any kind
not expressly set forth in this Agreement will affect, or be used to interpret, change or restrict, the express
terms and provisions of this Agreement.

The terms and provisions of this Agreement may be modified or amended only by written agreement
executed by the parties hereto and any such amendment will comply with the requirements of the Privacy

The parties intend this Agreement to be enforced as written. However, (i) if any portion or provision of this
Agreement will to any extent be declared illegal or unenforceable by a duly authorized court having
jurisdiction, then the remainder of this Agreement, or the application of such portion or provision in
circumstances other than those as to which it is so declared illegal or unenforceable, will not be affected
thereby, and each portion and provision of this Agreement will be valid and enforceable to the fullest extent
permitted by law; and (ii) if any provision, or part thereof, is held to be unenforceable because of the duration
of such provision, the Employer and the Service Provider agree that the court making such determination will
have the power to reduce the duration of such provision, and/or to delete specific words and phrases, and
in its reduced form such provision will then be enforceable and will be enforced.

15. Interpretation.
The parties hereto acknowledge and agree that both (i) rule of construction to the effect that any ambiguities
are resolved against the drafting party and (ii) the terms and provisions of this Agreement, will be construed
fairly as to all parties hereto and not in favor of or against a party, regardless of which party was generally
responsible for the preparation of this Agreement.

The headings and captions of the various subdivisions of this Agreement are for convenience of reference
only and will in no way modify, or affect the meaning or construction of any of the terms or provisions hereof.

17. No Waiver of Rights, Powers and Remedies.
No failure or delay by a party hereto in exercising any right, power or remedy under this Agreement, and no
course of dealing between the parties hereto, will operate as a waiver of any such right, power or remedy of the party. No single or partial exercise of any right, power or remedy under this Agreement by a party hereto, nor any abandonment or discontinuance of steps to enforce any such right, power or remedy, will preclude such party from any other or further exercise thereof or the exercise of any other right, power or remedy hereunder. The election of any remedy by a party hereto will not constitute a waiver of the right of such party to pursue other available remedies. No notice to or demand on a party not expressly required under this Agreement will entitle the party receiving such notice or demand to any other or further notice or demand in similar or other circumstances or constitute a waiver of the rights of the party giving such notice or demand to any other or further action in any circumstances without such notice or demand. The terms and provisions of this Agreement may be waived, or consent for the departure therefore granted, only by written document executed by the party entitled to the benefits of such terms or provisions. No such waiver or consent will be deemed to be or will constitute a waiver or consent with respect to any other terms or provisions of this Agreement, whether or not similar. Each such waiver or consent will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver or consent.

18. Governing Law.
   This Agreement will be governed by and construed in accordance with the laws of the State of Texas.

   This Agreement may be signed in counterparts, which together will constitute one agreement.

**COBRA Insurance Coverage**

Employees who have resigned, have reduced their hours to part-time, or have been terminated may continue their medical insurance by enrolling in the COBRA Optional Insurance. The employee will be responsible for the full monthly amount of the medical coverage (including the amount the school District previously paid). Employees will have 60 days to determine if they would like to enroll in the COBRA Optional Insurance. The medical coverage under COBRA will be identical to the coverage the employee received while employed by the District. Coverage under this plan will last for 18 months unless otherwise stated.

**Major Medical Health Insurance**

The Tyler Independent School District’s major medical plan is a self-insured plan with both employee and District contributions. The District currently pays $225 per month toward the premium with the employee paying amounts outlined below. For additional detailed information, you can access the plan document at [www.tylerisd.org](http://www.tylerisd.org). Premiums are paid by payroll deduction. A six-member insurance committee, made up of District employees appointed by the Superintendent, oversees the plan and employee benefits.

This group health insurance coverage is available to employees who are eligible for TRS membership or work half-time in a TRS covered position. The District’s contribution to employee insurance premiums is determined annually by the Board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are available electronically at [www.tylerisd.org](http://www.tylerisd.org) under Departments/Insurance in the Summary Plan Document for Tyler ISD Medical Plan.

The health insurance plan year is from October 1 through September 30. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their
insurance coverage during open enrollment. Employees should contact the Insurance Office for more information.

Every year, during the annual open enrollment period, eligible Employees and their eligible Dependents will be able to elect coverage. Covered Employees and their covered Dependents will be able to change some of their benefit decisions based on which benefits and coverage are right for them. Also, every year, during the annual open enrollment period, employees and their dependents who are not enrolled, will be able to enroll in the Plan.

Benefit choices made during the open enrollment period will become effective October 1 and remain in effect until the next October 1 unless there is a change in family status during the year (birth, death, marriage, divorce, adoption). Waiting periods will be considered satisfied when changing from one plan to another.

A Plan Participant who fails to make an election during open enrollment will automatically retain his or her present coverage. Plan Participants will receive detailed information regarding open enrollment from their Employer.

**This plan does not allow for late enrollment, i.e., enrollment during any time other than Open or Special Enrollment.**

For information regarding special enrollments, please refer to the Tyler ISD Health Plan Document. You can view this document at [www.tylerisd.org](http://www.tylerisd.org) under Departments and Insurance.

All employees are eligible to participate in the District’s Life Assistance Program (LAP) which offers free and confidential assessments, short-term counseling, referrals, prevention and education services for employees and dependents. The service provider can be reached at (800) 538-3543 or through the website, [www.cignalap.com](http://www.cignalap.com).
## Medical Benefit Comparison By Plan

**Tyler ISD Schedule of Benefits**
October 1, 2020 - September 30, 2021

### Calendar Year Deductible (CYD)

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Plan A</th>
<th>Plan B</th>
<th>HD Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Network</strong></td>
<td>$190 Individual/$570 Family</td>
<td>$850 Individual/$2,550 Family</td>
<td>$2,900 Individual/$5,800 Family</td>
</tr>
<tr>
<td><strong>Out Of Network</strong></td>
<td>$380 Individual/$1,140 Family</td>
<td>$1,700 Individual/$5,100 Family</td>
<td>$5,800 Individual/$11,600 Family</td>
</tr>
</tbody>
</table>

### Plan Year Deductible (PYD)

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Plan A</th>
<th>Plan B</th>
<th>HD Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Network</strong></td>
<td>$1,590 Individual/$4,770 Family</td>
<td>$2,800 Individual/$8,350 Family</td>
<td>$6,900 Individual/$13,800 Family</td>
</tr>
<tr>
<td><strong>Out Of Network</strong></td>
<td>Unlimited Individual/Family</td>
<td>Unlimited Individual/Family</td>
<td>Unlimited Individual/Family</td>
</tr>
</tbody>
</table>

### Inpatient Hospital Services

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Plan A</th>
<th>Plan B</th>
<th>HD Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Network</strong></td>
<td>You pay 15% Plan pays 85% after CYD</td>
<td>You pay 25% Plan pays 75% after CYD</td>
<td>You pay 20% Plan pays 80% after PYD</td>
</tr>
<tr>
<td><strong>Out Of Network</strong></td>
<td>$1,200/Confinement Ded, then plan pays 55% after CYD</td>
<td>$1,200/Confinement Ded, then plan pays 50% after CYD</td>
<td>$1,200/Confinement Ded, then plan pays 50% after PYD</td>
</tr>
</tbody>
</table>

### Outpatient Hospital Services

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Plan A</th>
<th>Plan B</th>
<th>HD Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Network</strong></td>
<td>You pay 15% Plan pays 85% after CYD</td>
<td>You pay 25% Plan pays 75% after CYD</td>
<td>You pay 20% Plan pays 80% after PYD</td>
</tr>
<tr>
<td><strong>Out Of Network</strong></td>
<td>You pay 45% Plan pays 55% after CYD</td>
<td>You pay 50% Plan pays 50% after CYD</td>
<td>You pay 50% Plan pays 50% after PYD</td>
</tr>
</tbody>
</table>

### Emergency Care: Non-emergency services not covered by the Plan

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Plan A</th>
<th>Plan B</th>
<th>HD Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FREESTANDING ER</strong></td>
<td>$500 Copay for Emergency</td>
<td>$500 Copay for Emergency</td>
<td>$500 Copay for Emergency</td>
</tr>
<tr>
<td><strong>In Network</strong></td>
<td>You pay 15% Plan pays 85% after CYD</td>
<td>You pay 25% Plan pays 75% after CYD</td>
<td>You pay 20% Plan pays 80% after PYD</td>
</tr>
<tr>
<td><strong>Out Of Network</strong></td>
<td>You pay 45% Plan pays 55% after CYD</td>
<td>You pay 50% Plan pays 50% after CYD</td>
<td>You pay 50% Plan pays 50% after PYD</td>
</tr>
</tbody>
</table>

### Physician Office Visit: All employees enrolled must have a Wellness Visit or a surcharge will apply.

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Plan A</th>
<th>Plan B</th>
<th>HD Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Routine Preventive Care</strong></td>
<td>100% of allowable charges - In Network Only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Retail Drugs - 30 day supply

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Plan A</th>
<th>Plan B</th>
<th>HD Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic</strong></td>
<td>$19 Co-Pay/$0 for certain generics</td>
<td>You pay 20% Plan pays 80% after PYD</td>
<td></td>
</tr>
<tr>
<td><strong>Brand with no Generic available</strong></td>
<td>You pay 30% _ Plan pays 70% - $175 max</td>
<td>You pay 20% Plan pays 80% after PYD</td>
<td></td>
</tr>
<tr>
<td><strong>Brand with Generic Available</strong></td>
<td>You pay 50% _ Plan pays 50%</td>
<td>You pay 50% Plan pays 50% after PYD</td>
<td></td>
</tr>
<tr>
<td><strong>Therapeutic Alternative Tier</strong></td>
<td>You pay 40% _ Plan pays 60% - $200 max</td>
<td>You pay 40% Plan pays 60% after PYD $205 max out of pocket</td>
<td></td>
</tr>
<tr>
<td><strong>Specialty Drug</strong></td>
<td>You pay 30% _ Plan pays 70% - $175 max One fill allowed then mandatory mail order</td>
<td>You pay 20% Plan pays 80% after PYD One fill allowed then mandatory mail order</td>
<td></td>
</tr>
</tbody>
</table>

### Mail Order 90 day supply

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Plan A</th>
<th>Plan B</th>
<th>HD Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic</strong></td>
<td>$7 Co-Pay/$0 for certain generics</td>
<td>You pay 20% Plan pays 80% after PYD</td>
<td></td>
</tr>
<tr>
<td><strong>Brand with no Generic available</strong></td>
<td>You pay 25% _ Plan pays 75% - $350 max</td>
<td>You pay 20% Plan pays 80% after PYD</td>
<td></td>
</tr>
<tr>
<td><strong>Brand with Generic Available</strong></td>
<td>You pay 40% _ Plan pays 60%</td>
<td>You pay 40% Plan pays 60% after PYD</td>
<td></td>
</tr>
<tr>
<td><strong>Therapeutic Alternative Tier</strong></td>
<td>You pay 35% _ Plan pays 65% - $385 max</td>
<td>You pay 35% Plan pays 65% after PYD $385 max out of pocket</td>
<td></td>
</tr>
<tr>
<td><strong>Specialty Drug</strong></td>
<td>You pay 25% _ Plan pays 75% - $350 max</td>
<td>You pay 20% Plan pays 80% after PYD</td>
<td></td>
</tr>
</tbody>
</table>

### Payroll Deductions

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Plan A</th>
<th>Plan B</th>
<th>HD Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Only</strong></td>
<td>$347.00</td>
<td>$212.00</td>
<td>$104.00</td>
</tr>
<tr>
<td><strong>Employee and Child(ren)</strong></td>
<td>$613.00</td>
<td>$416.00</td>
<td>$327.00</td>
</tr>
<tr>
<td><strong>Employee and Spouse</strong></td>
<td>$762.00</td>
<td>$517.00</td>
<td>$451.00</td>
</tr>
<tr>
<td><strong>2 Employee and Spouse</strong></td>
<td>$537.00</td>
<td>$292.00</td>
<td>$226.00</td>
</tr>
<tr>
<td><strong>Employee and Family</strong></td>
<td>$1,049.00</td>
<td>$735.00</td>
<td>$647.00</td>
</tr>
<tr>
<td><strong>2 Employee and Family</strong></td>
<td>$824.00</td>
<td>$510.00</td>
<td>$422.00</td>
</tr>
</tbody>
</table>

* Refer to the Plan Document for additional information.

* In Network only

* Revised 07/01/2020
Supplemental Insurance Benefits

Policy CRD
At their own expense, employees may enroll in supplemental insurance programs for dental, vision, life, accident, cancer, critical illness, and disability. Premiums for these programs can be paid by payroll deduction. Employees should contact the representatives listed below for more information.

Dental Insurance
The District offers group dental insurance through Delta Dental. Monthly premiums are paid by payroll deduction. Employees may choose any dentist within the network. The District does not pay any of the premiums for dental insurance. For additional information see the Dental Plan on the District website at www.tylerisd.org or the Employee Benefits website at www.mybenefitshub.com/tylerisd. If you have further questions, contact Financial Benefit Services representative at (800) 583-6908.

Monthly deductions are:
Employee only $32.67
Employee & one dependent $67.96
Employee & family $98.98

Vision Insurance
The current District group vision insurance is through United HealthCare. Monthly premiums are paid by payroll deduction. In order to receive the best benefit from the vision plan, employees should use a network provider. A list of network providers can be found in the Vision Plan. The District does not pay any of the premiums for vision insurance. Additional information can be found on the District website at www.tylerisd.org or the Employee Benefits website at www.mybenefitshub.com/tylerisd. If you have further questions, contact Financial Benefit Services at (800) 583-6908.

Current Monthly deductions are:
Employee only $8.08
Employee & one dependent $13.71
Employee & family $20.13

Basic Life Insurance
The District offers an Employer Paid Basic Life Insurance through OneAmerica Life Insurance. Basic Life Term Coverage begins automatically after you meet the eligibility requirements. Employees who enroll in the Group Health coverage qualify for a $5,000 Basic Life benefit. Employees who opt to waive the Group Health coverage qualify for a $15,000 Basic Life benefit. Benefits are reduced to 50% at age 70. If you have further questions, contact Financial Benefit Services at (800) 583-6908.

Group Income Protection
District employees may enroll in a group income protection (disability) plan offered through Cigna. Premiums are paid by payroll deduction. For additional information and the rate structure, see link on the website at www.tylerisd.org or the Employee Benefits website www.mybenefitshub.com/tylerisd. For further questions about Cigna Disability, contact Financial Benefit Services at (800) 583-6908.
**Personal Accident Expense Plan**
The District offers accident insurance through Cigna. For additional information and the rate structure, see link on the website at [www.mybenefitshub.com/tylerisd](http://www.mybenefitshub.com/tylerisd). If you have further questions, contact Financial Benefit Services at (800) 583-6908.

**Cancer Insurance**
The District offers cancer insurance through Loyal American. For additional information and the rate structure, see link on the website at [www.mybenefitshub.com/tylerisd](http://www.mybenefitshub.com/tylerisd) for Cancer Insurance. If you have further questions, contact Financial Benefit Services at (800) 583-6908.

**Optional Life Insurance**
The District offers additional life insurance through One America Insurance. For additional information and the rate structure, see link on the website at [www.mybenefitshub.com/tylerisd](http://www.mybenefitshub.com/tylerisd) for Voluntary Life Insurance. If you have further questions, contact Financial Benefit Services at (800) 583-6908.

**Critical Illness Plan**
The District offers a policy through Cigna that provides benefits for certain specified illnesses, such as heart attack, stroke and others Cigna. For additional information and the rate structure, see link on the website at [www.mybenefitshub.com/tylerisd](http://www.mybenefitshub.com/tylerisd). If you have further questions, contact Financial Benefit Services at (800) 583-6908.
EMPLOYEE RELATIONS AND COMMUNICATIONS

Executive Director of Communications
Jennifer Hines
(903) 262-1064
Jennifer.Hines@tylerisd.org

Communications Coordinator Sandra Stanley (903) 262-1066 Sandra.Stanley@tylerisd.org
Public Relations Coordinator Amy Pawlak (903) 262-1065 Amy.Pawlak@tylerisd.org
Online Content Coordinator Jessica Poe (903) 262-1063 Jessica.Poe@tylerisd.org
Social Media Strategy Specialist Skyler Hefley (903) 262-1348 Skyler.Hefley@tylerisd.org
Coordinator of TISD TV/Video Production Angela Duitch (903) 262-3105 Angela.Duitch@tylerisd.org
Digital Media Coordinator Jacob Walker (903) 262-3106 Jacob.Walker@tylerisd.org
Production Manager Ryan Ordmandy (903) 262-3107 Ryan.Ormandy@tylerisd.org

Employee Recognition and Appreciation
Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.

District Communications
Throughout the school year, the Executive Director of Communications publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following: Board Notes; press releases and feature stories; Tyler ISD website and social media; TISD-TV Channel 19; brochures, annual report, and advertisements.

Release of Campus/District Information to Media
Stakeholder communication, releasing information, and sharing the story of Tyler ISD are critical aspects of the District. Tyler ISD believes in the importance of transparency regarding events and situations that arise on our campuses. All information is released through the Office of Communications or the Superintendent’s Office. Employees are asked to work with their campus principal should they need the media notified of special events and activities. Any requests for media to visit a campus will be handled through the Office of Communications.

The District’s first obligation is to ensure that every day is a successful instructional day in Tyler ISD schools. When the community is informed about, and understands, school operations and programs, the trust and confidence of the public are enhanced. Both the community and the school district benefit when a positive, cooperative attitude is maintained between the school district and the news media. Tyler ISD willingly provides information about programs, school board actions, and all items held to be public information that are not excluded by the Family Educational Right to Privacy Act (FERPA) and the Texas Open Records Law.

Notifications crisis/safety situations are also handled through the Office of Communications. Principals are asked to notify their supervisor concerning any incidents involving students and/or employees. Set procedures are in place to release information to the media for such incidents. Jennifer Hines, Executive Director of Communications, will oversee the distribution of information to parents and staff. The Office of Communications may be reached by calling Jennifer Hines at (903) 262-1064 or Jennifer.Hines@TylerISD.org.
GENERAL PROCEDURES

Bad Weather Closing
The District may close school because of bad weather or emergency conditions. When conditions exist, the Superintendent will make the official decision concerning the closing of the District’s facilities. When it becomes necessary to open late, to release early, or to cancel school, District officials will post a notice on the District’s web site and notify all local media stations (radio and TV). Additional postings will be on Tyler ISD Channel 19 and on the Tyler ISD website. Decisions for closings due to bad weather will be made no later than 6:30 a.m. on the date of the closing.

Emergencies
Policies CKC, CKD
All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures
Policy CH
All requests for purchases must be submitted to the Purchasing department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District’s business office. Contact the Purchasing Office at (903) 262-1120 or 262-1122 for additional information on purchasing procedures.

Facility Use
Policies DGA, GKD
Employees who wish to use District facilities after school hours must follow established procedures. The Maintenance department, (903) 262-1056, is responsible for scheduling the use of facilities after school hours. Call (903) 262-1056 to request to use school facilities and to obtain information on the fees charged. The Athletics Department at (903) 262-3079 or 262-3080 is responsible for scheduling the use of the gyms after school hours. The Fine Arts Department at (903) 262-1068 or 262-1069 is responsible for scheduling use of auditoriums/Caldwell Auditorium.
Equal Educational Opportunities

Policies FB, FFH

The Tyler ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on any of the bases listed above should be directed to the Title IX Coordinator, Ronald K. Jones (Deputy Superintendent) at (903) 262-1070 and/or ADA/Section 504 Coordinator, Jennifer Jones (Executive Director of Student Support) at (903) 262-1059.

Student Records

Policy FL

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

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

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

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

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

Policy FFAC
Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Care of Students with Food Allergies at Risk for Anaphylaxis

Policy FFAF
The District has developed and annually reviews a Food Allergy Management Plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the District receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The District’s Food Allergy Management Plan can be accessed at www.tylerisd.org under the Health Services department. Knowledge of a student with a severe food allergy should be reported to the nurse or campus principal.

Dietary Supplements

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

Psychotropic Drugs

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

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

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

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

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student’s parents within 24 hours.

Student Attendance

Policy FEB
Teachers and staff should be familiar with the District’s policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student’s parent should call the attendance office or the student must bring a note signed by the parent describing the reason for absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI
Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal. The district’s policy includes definitions and procedures for reporting and investigating bullying of students is accessible on the District website at Board Policies Online, Policy FFI.

Hazing

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

<table>
<thead>
<tr>
<th></th>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Austin Elementary School</td>
<td>1105 West Franklin Street, 75702</td>
<td>903-262-1765</td>
</tr>
<tr>
<td>2</td>
<td>Bell Elementary Global Communications Academy</td>
<td>1409 Hankerson Street, 75701</td>
<td>903-262-1820</td>
</tr>
<tr>
<td>3</td>
<td>Birdwell Dual Language Immersion School</td>
<td>2010 South Talley Avenue, 75701</td>
<td>903-262-1820</td>
</tr>
<tr>
<td>4</td>
<td>Bonner Elementary School</td>
<td>235 South Saunders, 75702</td>
<td>903-262-1920</td>
</tr>
<tr>
<td>5</td>
<td>Caldwell Arts Academy</td>
<td>331 South College Street, 75702</td>
<td>903-262-2250</td>
</tr>
<tr>
<td>6</td>
<td>Clarkston Elementary School</td>
<td>2915 Williamsburg Drive, 75701</td>
<td>903-262-1980</td>
</tr>
<tr>
<td>7</td>
<td>Dixie Elementary School</td>
<td>213 Patton Lane, 75704</td>
<td>903-262-2040</td>
</tr>
<tr>
<td>8</td>
<td>Douglas Elementary School</td>
<td>1525 North Carlyle Avenue, 75702</td>
<td>903-262-2110</td>
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<tr>
<td>9</td>
<td>Griffin Elementary School</td>
<td>2650 North Broadway Avenue, 75702</td>
<td>903-262-2310</td>
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<tr>
<td>10</td>
<td>Jack Elementary School</td>
<td>1900 Balsam Gap Lane, 75703</td>
<td>903-262-3260</td>
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<tr>
<td>11</td>
<td>Jones Elementary School</td>
<td>3450 Chandler Hwy, 75702</td>
<td>903-262-2360</td>
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<td>12</td>
<td>Orr Elementary School</td>
<td>3350 Pinehaven Road, 75702</td>
<td>903-262-2400</td>
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<td>13</td>
<td>Owens Elementary School</td>
<td>11780 County Road 16B (Saline Creek Rd), 75703</td>
<td>903-262-1775</td>
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<tr>
<td>14</td>
<td>Peete Elementary School</td>
<td>1511 Bellwood Drive, 75701</td>
<td>903-262-2460</td>
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<td>15</td>
<td>Ramey Elementary School</td>
<td>2000 North Forest Avenue, 75702</td>
<td>903-262-2505</td>
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<td>16</td>
<td>Rice Elementary School</td>
<td>5201 Old Bullard Road, 75703</td>
<td>903-262-2555</td>
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<tr>
<td>17</td>
<td>Woods Elementary School</td>
<td>3131 Fry Ave, 75701</td>
<td>903-262-1280</td>
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## Middle School Campuses

<table>
<thead>
<tr>
<th></th>
<th>School Name</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>18</td>
<td>Birdwell Dual Language - 6th Grade Immersion School</td>
<td>2010 South Talley Avenue, 75701</td>
<td>903-262-1870</td>
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<tr>
<td>19</td>
<td>Boulter Middle School</td>
<td>2926 Garden Valley Road, 75702</td>
<td>903-262-1390</td>
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<tr>
<td>20</td>
<td>Caldwell Arts Academy 6th-8th Grades</td>
<td>331 South College Street, 75702</td>
<td>903-262-2250</td>
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<td>21</td>
<td>Hogg Middle School</td>
<td>920 South Broadway Avenue, 75702</td>
<td>903-262-1500</td>
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<td>22</td>
<td>Hubbard Middle School</td>
<td>1300 Hubbard Drive, 75703</td>
<td>903-262-1560</td>
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<td>23</td>
<td>Moore MST Magnet School</td>
<td>2101 Devine Street, 75701</td>
<td>903-262-1640</td>
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<td>24</td>
<td>Three Lakes Middle School</td>
<td>2445 Three Lakes Parkway, 75703</td>
<td>903-952-4400</td>
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## Special Programs

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<th>Program Name</th>
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<tr>
<td>25</td>
<td>Wayne D. Boshears Center</td>
<td>3450 Chandler Hwy, 75702</td>
<td>903-262-1350</td>
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<tr>
<td>26</td>
<td>St. Louis Early Childhood Center</td>
<td>2800 Walton Road, 75701</td>
<td>903-262-1180</td>
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<tr>
<td>27</td>
<td>Tyler ISD DAEP</td>
<td>1501 West Connally Street, 75701</td>
<td>903-262-3070</td>
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## Administration

<table>
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<tr>
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<th>Building Name</th>
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</thead>
<tbody>
<tr>
<td>28</td>
<td>Administration Complex</td>
<td>1319 Earl Campbell Parkway, 75701</td>
<td>903-262-1000</td>
</tr>
<tr>
<td>29</td>
<td>Jim Plyler Instructional Complex</td>
<td>807 West Glenwood Boulevard, 75701</td>
<td>903-952-4000</td>
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<tr>
<td>30</td>
<td>Gary Administrative Complex</td>
<td>730 South Chilton Avenue, 75701</td>
<td>903-262-3498</td>
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<tr>
<td>31</td>
<td>Christus Trinity Mother Frances</td>
<td>Rose Stadium &amp; Mike Carter Baseball Field</td>
<td>903-262-3226</td>
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<tr>
<td>32</td>
<td>Aquatic Center</td>
<td>3013 Earl Campbell Parkway, 75701</td>
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## High School Campuses

<table>
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<th>School Name</th>
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<tr>
<td>33</td>
<td>Career &amp; Technology Center</td>
<td>3013 Earl Campbell Parkway, 75701</td>
<td>903-262-1024</td>
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<td>34</td>
<td>Tyler High School</td>
<td>3535 Lions Lane, 75702</td>
<td>903-262-2850</td>
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<td>35</td>
<td>Tyler Legacy High School</td>
<td>4500 Red Raider Drive, 75703</td>
<td>903-262-2625</td>
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