



Communities  
In Schools  

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Greater Central Texas

# PERSONNEL POLICIES



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## **RECEIPT OF PERSONNEL POLICIES**

(Employee's Copy: Retain in handbook for future reference)

I hereby acknowledge receipt of a copy of the Communities in Schools (CIS) Personnel Policies. I agree to read and abide by the standards, policies, and procedures defined or referenced in this document. The information in the Personnel Policies is subject to change, and changes will be posted in the online version of the document. I understand that changes in the CIS policies may supersede, modify, or eliminate the information summarized in this booklet. As CIS provides updated policy information, I accept responsibility for reading and abiding by the changes. I also understand that the Personnel Policies may be accessed through the CIS web site at [www.cis-tx.org](http://www.cis-tx.org). I understand that the online version of the personnel policies is the most current and authoritative.

I understand that no modifications to the contractual relationships or alterations of at-will relationships are intended by these Personnel Policies.

I accept responsibility for contacting my supervisor or the Executive Director if I have any questions or concerns or need further explanation.

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Employee's Signature

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Date

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Employee's Printed Name





## **AUTHORITY AND INTENT**

Communities In Schools (CIS) is a state organization. The local CIS Board of Directors shall have full responsibility for establishing the Personnel Policies as outlined herein. It is the intent of the Board of Directors to have personnel policies and practices consistent with applicable state law, federal law, equal opportunity and affirmative action. All changes to Federal and State mandated employment/leave laws will be executed and kept up to date. The Executive Director shall have the responsibility for implementation of these policies and the Board of Directors will not be liable in cases resulting from policies.

In matters regarding the CIS Executive Director, the Superintendents from the participating school districts will have input. In matters regarding CIS Campus staff, the participating school principals will provide input.

In accordance with EEOC policy, CIS does not discriminate on the basis of race, color, religion, sex, age, or handicap status in any of its relations with employees or employment applications.

## **APPLICABILITY**

The personnel policies apply to all CIS employees. When necessary to apply to only one type of employee, it will be noted.

CIS employees working on school campuses must also abide by the standards, policies, and procedures of the school districts they are assigned to.

It is the responsibility of the Executive Director to resolve any personnel policy questions between CIS and employees.

## **EMPLOYMENT**

### **Staffing and Hiring Procedures**

- A. Whenever possible, Communities in Schools will fill vacancies by promotion or transfer of current employees consistent with the goal of filling vacancies with the most capable individuals available.
- B. If a vacancy is not to be filled by promotion or transfer of a current employee, the vacancy announcement will be openly distributed and posted for a minimum of 5 working days to allow time for interested applicants to consider applying for such vacancies. At times, external- recruiting sources will be used simultaneously with or following the internal search.
- C. Selection of possible employees will be accomplished by review of applications by a selection committee who will submit the top 3-5 candidates for each available position to the Executive Director for interview.
- D. In accordance with EEOC guidelines, candidates for employment, promotions, transfers, salary increments and benefits will be considered without discrimination based on race, age, religion, national origin, familial status, veteran status, or sex. Physical or mental handicaps will be considered only as they may relate to bona fide job requirements and creative means will be sought to overcome traditional barriers.
- E. The Executive Director will serve as the Equal Opportunity Officer for CIS and will report to the Executive Committee of the Board of Directors (in its capacity as Equal Opportunity Committee) on equal opportunity matters.
- F. Each employee will receive a job description determined by the Board of Directors.

### **Employment Eligibility Verification – Form I-9**

Upon initial employment all CIS employees are required to complete an I-9 form. Federal requirements mandate that I-9 forms be kept separate from the employee personnel file.

## **Job Descriptions**

Each employee will receive a copy of their job description upon initial hiring. The term “job description” refers to a collection of responsibilities that basically constitute the work assignment. It describes the basic functions of the position and tasks performed. Job descriptions also contain minimum or required qualifications needed to perform the job. CIS maintains a job description for each position. Job descriptions are available upon request.

## **Interns and Volunteers**

**Interns:** All who wish to intern with Communities In Schools of Greater Central Texas, Inc. are required to complete and submit a CIS internship application packet. All requirements outlined in the packet must be met before the internship can be approved. Prospective interns must also undergo a background check through the school district in which they want to intern.

**Volunteers:** Each independent school district has an application process for prospective volunteers. Any individual interested in becoming a volunteer with Communities In Schools of Greater Central Texas, Inc. must do so through the school district in which they want to volunteer.

Interns and volunteers are required to read and sign a confidentiality agreement prior to accessing sensitive information.

Interns and volunteers must comply with CIS personnel policies as well as the policies of the school district. (e.g. confidentiality, student supervision, student contact, and dress code)

## **Continuing Education Requirements**

- A. All full-time employees are required to attend 40 hours of staff development. This includes continuing education provided by the CIS State Office and Local Affiliate. Employees will attend all required training as mandated by the CIS State Office and/or Grantors.
- B. Request to attend professional conferences or seminars throughout the year must be submitted with documentation to central office. Conferences that do not provide documentation will not qualify for continuing education credits.
- C. Two weeks advance approval is required by the Executive Director to attend professional conferences and seminars.

## **Working from Home**

Working from home is limited to the administrative staff and at the discretion of the Executive Director.

## **Overtime Policy**

- A. Overtime is legally defined as all hours worked in excess of 40 hours weekly.
- B. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Saturday and ends at midnight Friday.
- C. All CIS Employees, except the Executive Director, are considered non-exempt by the U.S. Department of Labor and the Texas Workforce Commission.
- D. CIS compensates overtime for non-exempt employees in accordance with federal wage laws.
- E. No CIS employee may work overtime (more than 40 hours per week) without prior written authorization from the CIS Executive Director.
- F. Working unauthorized overtime hours will lead to discipline under our progressive discipline policy, up to and including termination.

## **Promotion**

Refer to Program Staffing and Hiring Procedures.

## **Nepotism**

CIS will permit the employment of spouses and other relatives in full time regular positions provided neither spouse/relative will be involved in making recommendations or decisions affecting the appointment, retention, work assignment, tenure, promotion, or salary of the other spouse/relative and provided that no preferential treatment toward spouses/relatives shall be used to deny equal opportunity to other employees.

## **Returning To Employment with CIS**

Any employee who leaves CIS but returns after a period of one (1) year will begin employment at base pay. This will not affect employees who leave because of being called to active duty.

## **Reemployment after Military Leave**

Employees who leave CIS to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Subject to applicable federal law, employees who wish to return to CIS will be re-employed in the same position they would have held if employment had not been interrupted or they may be reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, 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 reemployment to the Director of Staff Support. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law.

## **Personnel Files and Records**

- A. Individual personnel files shall be maintained in a confidential manner by the Director of Staff Support or his/her designee.
- B. All changes of address, telephone numbers, and/or family status (birth, marriage, death, legal separation, divorce, etc.) must be reported immediately by the employee to the Director of Staff Support.
- C. Upon written request, an employee or designee has access to all material contained in the individual's personnel file. Requests will only be granted during office hours. Personnel files may not be taken from the Central Office and must be reviewed in the presence of the Executive Director or designee.
- D. Telephone inquiries will be verified by the Executive Director or designee and will be limited to the date of hire, most recent job title, current salary, and date of separation.
- E. Written requests for information regarding personnel must have the written approval of the employee or former employee and will be limited to the date of hire, most recent job title, current salary, and date of separation.
- F. Requests for information from employees' files must be in writing and state that the information is required by state or federal law.
- G. Communities in Schools will cooperate with federal, state, and local government agencies investigating an employee. The investigators must furnish proper identification and proof of legal authority.
- H. Originals of personnel files will be maintained for a period of three years after the employee separation date.

## **Performance Evaluations**

- A. Professional and administrative personnel will be evaluated annually, at a minimum, in accordance with procedures established in this policy.
- B. Performance evaluations will be conducted for all full-time and part-time employees and will be related to a particular time period, and will not be influenced by evaluations rendered in past periods.
- C. Performance evaluations shall be measured against a set standard, not the performance of others.
- D. Performance evaluations shall be conducted in the context of the position and other standards

negotiated between the employee and his/her supervisor.

- E. The performance evaluation shall be discussed in a formal session involving the employee and the rating official with both participants signing a copy of the evaluation. Signature of the employee will not constitute agreement of the evaluation but will give an indication that the ratings have been reviewed.
- F. The evaluation will be placed in the employees personnel file.

### **Types of Evaluations**

**Regular Annual Performance Evaluation:** An employee who has been employed one school year or longer. Evaluations will be completed at the end of each school calendar year.

**Introductory Period Evaluation:** A newly hired employee will remain on an introductory status for a period of 90 days from date of hire. Completion of this period does not change the employment “at will” relationship. An evaluation can be performed at any time during this period, at the discretion of the supervisor/ Executive Director or at the end of the 90 day period.

**Performance Evaluation:** A performance evaluation can be performed when there is a significant decline in an employee's performance. These evaluations will require endorsement by the Executive Director before they become a part of the employee’s file. An evaluation post conference will be conducted no later than 10 days following the performance evaluation.

The employee will be asked to comment on the evaluation and acknowledge it by signing. If the employee refuses to sign, an entry on the form will indicate the refusal and the Executive Director will be informed.

## **EMPLOYEE CONDUCT AND WELFARE**

### **Executive Director**

- A. The Board of Directors shall employ the Executive Director as the principle administrator.
- B. The Board of Directors shall establish procedures for the selection of the Executive Director.
- C. The Executive Director shall be responsible for the management and operations of the agency including the performance and discharge of powers, duties, and functions necessary to carry out the policies of the Board of Directors. The Executive Director shall have the authority to establish management procedures and to delegate responsibilities to employees of CIS. The Executive Director is charged with the administration of these personnel policies.

### **All Other Employees**

All other employees shall be hired by the Executive Director or designee.

### **Dress Code**

All CIS personnel must always exemplify the highest standards of professional commitment related to personal appearance, demeanor, personal integrity, citizenship, social prudence, good physical health characteristics, and personal hygiene. It is anticipated and urged that all employees will use good judgment in determining acceptable and appropriate dress. The Executive Director will make the final determination if there is a question regarding dress code. Any tattoos must be covered.

## **Discipline and Adverse Actions**

A discipline procedure has been established as a means to resolve unsatisfactory job performance and shall apply to all employees.

**Verbal Instruction:** Supervisor will instruct employee in proper method or behavior expected.

**Verbal Warning:** If the matter is not corrected through simple instruction, a verbal warning may be appropriate. The supervisor will provide the employee with further instruction, restate exceptions and document the discussion.

**Written Warning:** If the matter is still not corrected, the employee will be given a written document signed by the supervisor and/or Executive Director and placed on disciplinary probation. The employee will be informed that if the problem is not corrected within a specified period of time, not to exceed 90 days, discharge will be recommended. It may become necessary to discharge an employee during the disciplinary period. Following the specified time period, an additional written evaluation will be performed.

## **Background Checks**

Fingerprinting is required for all employees hired as of January 1, 2008 and is conducted at the time of initial employment. The Director of Staff Support is responsible for insuring the fingerprinting process has been completed. The Executive Director will review resulting misdemeanor or felony reports and termination may result when dictated under TXDPRS contract requirements. In addition to the initial background check for those employees hired before January 1, 2008, subsequent checks will be performed every two years through Texas Department of Public Safety.

## **HIPAA (Health Insurance Portability & Accountability Act Of 1996)**

Communities In Schools of Greater Central Texas, Inc. (Plan Sponsor) will remain in compliance with the requirements of 45C.F.R. Section 164.504(f)(2) and CIS will safeguard and limit the use and disclosure of protected health information (PHI) that it may receive from the current insurance carrier to perform the plan administration functions. Health information protected for each employee includes, but is not limited to, information written by health care providers, external communications about individual health by providers and billing information relating to individual health.

## **Americans with Disabilities Act (ADA)**

Title 1 of the Americans with Disabilities Act of 1990 prohibits private employers, State and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment.

## **Equal Employment Opportunity Commission (EEOC)**

CIS is committed to equal employment opportunity and employs qualified persons without regard to race, color, religion, national origin, sex, age, handicap, or any other classification protected by the federal, state or local laws. If you feel you have not been treated in accordance with this policy, you should contact the Human Resource Director. CIS assures all employees that no individual filing a complaint will be discriminated against as a result of their complaint.

## **Fair Labor Standards Act**

- A. The Fair Labor Standards Act (FLSA) governs the payment of minimum and overtime wages to certain employees and the hours and conditions under which minors may be employed.
- B. All CIS employees are considered non-exempt according to the definition of the Fair Labor Standards Act.
- C. Unless exempt from the ACT, FLSA requires that employees be paid at least the minimum wage and an overtime premium for all hours worked over 40 in one workweek. Such employees are called "non-exempt" employees. FLSA recognizes 4 primary exemptions from the overtime pay requirements:

Executive, Administrative, Professional and Outside Sales. Persons who qualify for these exemptions are commonly called “Exempt” employees.

## **Alcohol and Drug Abuse Prevention**

### *Alcohol and Drugs*

Communities In Schools is committed to maintaining an alcohol and drug free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at CIS/school related activities on or off CIS/school property. Employees who use, possess, distribute, or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The unlawful possession or use of any other intoxicant or mood-changing, mind-altering, or behavior-altering drug is likewise grounds for dismissal.

An employee shall not manufacture, distribute, dispense, possess, use, nor be under the influence of any of the following substances on CIS premises, during working hours while at school or at school-related activities, or during or outside of usual working hours:

- A. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- B. Alcohol or any alcoholic beverage.
- C. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- D. 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.

### *Exception*

An employee who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

## **Drug-Free Workplace Requirements**

### **DRUG-FREE WORKPLACE NOTICE**

Communities In Schools (CIS) strictly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances (to include, prescription drugs not taken in accordance with a prescription given to the employee) in the workplace or while performing an assignment.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with Communities in Schools; and
- Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Executive Director, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within 3 calendar days.

[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

## Searches and Alcohol and Drug Testing

### Searches

CIS may conduct non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, computer files, e-mail, or work area to obtain information needed for usual business purposes when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. CIS also 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.

Additionally, the District may search the employee, the employee's personal items, work areas (including District-owned computers, computer files, and e-mails), lockers, and private vehicles parked on District premises or worksites or used in District business.

### Drug Testing

Communities In Schools will conduct drug and/or alcohol testing under any of the following circumstances:

- A. **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Executive Director.
- B. **FOR-CAUSE TESTING:** CIS may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- C. **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

A copy of this policy will be provided to each employee at the beginning of each school year or upon employment.

## Smoking, Smokeless Tobacco and Electronic Cigarettes

Communities In Schools prohibits smoking or using tobacco products (to include electronic cigarettes, electronic vaporizing devices, or other smokeless products) on any space, facility, or premises used by CIS, and at any event sponsored by CIS. This includes all buildings and parking areas/facilities.

Additionally, state law prohibits smoking or using tobacco products (to include electronic cigarettes, electronic vaporizing devices, or other smokeless products) on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.

## Employee Arrests and Convictions

- A. An employee must notify the Executive Director within (3) 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 here:

- B. Crimes involving CIS/school property or funds
- C. 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 requiring such
- D. Crimes that occur wholly or in part on CIS/school property or at a CIS/school-sponsored activity
- E. Crimes involving a criminal drug statute occurring in the workplace or outside work hours
- F. Crimes involving moral turpitude

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

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

Within thirty (30) days of receiving notice of an employee's drug statute conviction for a violation occurring in the workplace:

- CIS will take appropriate disciplinary action against such an employee, up to and including termination; or
- CIS will require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

Reports regarding the employee's arrest will be made by the Executive Director to CIS administration and ISD administration, as appropriate.

### **Conflict of Interest**

Employees are required to disclose to their supervisor 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 CIS. This includes the following:

1. A personal financial interest
  2. A business interest
  3. Any other obligation or relationship
  4. Non CIS employment
- 
- A. No employee, officer, or agent of CIS may participate in the selection, award, or administration of a bid if a real or apparent conflict of interest is involved.
  - B. All procurement transactions will be conducted in a manner providing open and free competition. In order to ensure objective performance and eliminate unfair competitive advantage arising from conflict of interest, CIS will select the bidder which is responsive to the solicitation, considering price and past performance, and which otherwise provides the best value to CIS.



## Fraud and Abuse

### Definitions

- A. **Fraud:** A deliberate intent to acquire money or goods dishonestly through the falsification of records or documents. The deliberate changing of financial statements or other records by an employee, an intern or a volunteer for CIS. The criminal act is the attempt to deceive and attempted fraud is therefore treated as seriously as accomplished fraud.
- B. **Theft:** Dishonestly acquiring or disposing of physical or intellectual property belonging to CIS or to individual members of CIS.
- C. **Misuse of equipment:** Deliberately misusing materials or equipment belonging to CIS.
- D. **Abuse of position:** Exploiting a position of trust within CIS.

This policy sets out the procedures of CIS against fraud, abuse and other forms of dishonesty, together with the steps that must be taken where any of these practices is suspected or discovered. It applies to Directors, staff, interns and volunteers. Anybody associated with CIS who commits fraud, theft or any other dishonesty, or who becomes aware of it and does not report it, will be subject to appropriate disciplinary action.

## Statement of Intent

CIS will continually strive to ensure that all its processes are carried out and reported honestly, accurately, transparently and accountably and that all decisions are made objectively and free of personal interest.

## Training

All staff will receive both at induction and annually training to ensure that their responsibilities and duties in this respect are regularly highlighted and reinforced.

## Harassment

### Definitions

- A. **Racial/Ethnic:** Verbal, physical, or visual conduct or offensive or demeaning treatment of an individual on the basis of a race, ethnic, national origin or other type which, in the employee's opinion, impairs his/her ability to perform the job.
- B. **Sexual:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when such conduct:
  - 1. Is made explicitly or implicitly a term or a condition of employment
  - 2. Is used as a basis for employment decisions
  - 3. Has the purpose or effect of interfering with work performance or creating an otherwise offensive working environmentAny incident of sexual harassment must be immediately reported to the Executive Director.
- C. **Disability:** Offensive or demeaning treatment of an individual on the basis of a disability which includes, but is not limited to, objectionable epithets, threatened physical harm or abuse, or other intimidating or insulting conduct directed against the individual or group.

## Compliance

- A. It is the policy of CIS that all employees should enjoy a work environment free from all forms of discrimination, including racial/ethnic, sexual, or disability harassment. No employee, male or female, should be subjected to unsolicited and unwelcome racial/ethnic or sexual overtures or conduct, or remarks regarding a disability, verbal or physical.
- B. Harassment is contrary to basic standards of conduct between individuals and is prohibited by EEOC Commission and Americans with Disabilities Act regulations.
- C. Any employee who engages in acts or behaviors as defined above may be subject to disciplinary

action, which can affect the individual's wages, employment, evaluation, advancement, assigned duties, or any condition of employment or career development. This discipline can include termination of employment. Harassment of any kind lowers morale and is damaging to the work environment; it is also illegal. CIS will treat all forms of harassment like any other employee misconduct-it will not be tolerated.

- D. CIS recognizes that the question of whether or not a particular action or incident is purely a personal, social relationship (without a discriminatory employment effect) requires a factual determination based on all facts in each case. Therefore, CIS will act positively to investigate alleged harassment claims and to effectively remedy them when an allegation is determined to be valid.
- E. CIS recognizes that false accusations of harassment can seriously affect innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of harassment.

### **Whistleblower Policy**

- A. CIS requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities and to comply with all applicable laws and regulations.
- B. It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.
- C. No director, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within CIS prior to seeking resolution outside CIS.
- D. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director. Supervisors and managers are required to report suspected ethics violations to the Executive Director or Board Chairperson, who have the specific and exclusive responsibility to investigate and resolve all reported complaints and allegations concerning violations.
- E. The Executive Committee of the Board of Directors shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing. The Board Chair Person shall immediately notify the Executive Committee of any such complaint and work with the committee until the matter is resolved.
- F. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
- G. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Accident Prevention and Reporting**

Every employee of CIS has an obligation to ensure that all operations in his/her jurisdiction are carried out in an efficient and safe manner. All employees must recognize that working in an unsafe environment is counter-productive to the goals of the organization.

- A. All accidents must be reported immediately to the Executive Director/Central Office.
- B. If emergency medical attention is required, 911 should be called or the employee should be taken immediately to the nearest medical facility.
- C. Form DWC-1, First Report of Injury or Illness is to be completed.
- D. If non-emergency medical attention is required, the employee should see his/her preferred provider.
- E. The medical provider will call central office before treatment to verify that the injury/illness is job-related; therefore, it is imperative to notify central office in a timely manner.

- F. Follow-up will always be necessary when medical attention is required. A DWC-041 Form, Employee's Claim for Compensation for Work Related Injury or Occupational Disease will be sent to CIS to be completed.
- G. The doctor's bill and medical expenses will be paid for job-related injuries.
- H. Any additional follow-up action will be directed by the worker's compensation insurance carrier.

### **Emergency Evacuation Procedures**

In case of emergency, CIS staff will adhere to the Building Emergency Safety Evacuation Plan of their specific location.

### **Violence and Weapons in the Workplace**

The safety and security of all employees is of primary importance to CIS. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, clients, or other individuals by anyone on organization property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. CIS reserves the right to take any necessary legal action to protect its employees.

CIS will take appropriate action when dealing with contractors, customers, vendors, former employees, or visitors to CIS facilities who make threats, exhibit threatening behavior, or engage in violent acts on CIS premises. Such violators shall be removed as quickly as safety permits and shall remain off the organization's premises until an investigation has been completed. Following the investigation, CIS will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business or employment relationship, reassignment or job duties, and/or criminal prosecution of the person or persons involved. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

CIS prohibits employees, contractors, customers, vendors, former employees, and visitors from bringing firearms or other weapons onto CIS premises or CIS controlled facilities.

#### **Personal Responsibility:**

- A. You are responsible for notifying management of any threats that you witness or receive or that you are told another person witnessed or received. Even without a specific threat, you should report any behavior you have witnessed that may be regarded as potentially threatening or violent or which could endanger the health or safety of an employee if the behavior has been carried out on an organization-controlled site or is connected to the organization's employment or business.
- B. You are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened.
- C. CIS understands the sensitivity of the information requested and will do its utmost to maintain the confidentiality of such information in order to respect the privacy of the reporting employee.

### **Crisis Response and Management**

During a crisis, only the following members of the board or staff will be responsible for speaking to the public: (1) Executive Director and (2) Board of Directors Chair. If neither individual is available, the Past Chair will serve in this role. Prior to speaking to the public, the Executive Director and Board Chair will confer to determine the appropriate message.

Staff and other board members will refer all questions to the Executive Director and Board Chair and will make no public statements on behalf of the organization.

Staff members are required to immediately notify the Executive Director of any crisis situation. The

Executive Director will then immediately notify the Board Chair. If the crisis involves the school or school system, the Executive Director will also notify the principal and superintendent of the situation and determine who will take the lead in managing the crisis.

### **Succession Plan**

A succession plan has been developed to address the absence of the Executive Director for an extended period of time. The plan is Board-approved and included in the By-Laws of the Board of Directors.

### **Lobbying**

Communities In Schools is prohibited from any lobbying.

### **Technology Resources**

**Internet and Email.** CIS provides Internet access to its employees to assist and facilitate business communications and work related research. These services are for legitimate business only in the course of the employee's assigned duties. All materials, information and software created, transmitted, downloaded, or stored on the company's computer system are property of CIS and may be accessed only by authorized personnel. Employees may access the Internet for non-business use during mealtime or other breaks so long as all other provisions of this policy are followed.

**Prohibited Use.** Inappropriate Internet use includes: transmitting obscene, harassing, offensive or unprofessional messages, accessing any site that is sexually or racially offensive or discriminatory; displaying, downloading, or distributing any sexually explicit material; transmission of any CIS confidential information including client data or other materials covered by CIS confidentiality policy.

**Monitoring.** CIS reserves the right to monitor employees' use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

**No Company Representation.** Only authorized employees may communicate on the Internet on behalf of CIS. Employees may not express opinions or personal views that could be misconstrued as being those of CIS. Employees may not state their company affiliation unless required as part of their assigned duties.

**Copyright Restrictions.** Any software or other material downloaded onto CIS computers may be used only in ways consistent with the licenses of the vendors, authors, or owners of the material. Prior authorization from the Executive Director is required before introducing any software into the CIS data system. Employees may not download entertainment software, games, or any other software not related to work.

**Violations of This Policy.** Any violation of this policy may result in the loss of computer access and disciplinary action, including immediate termination. All employees must adhere to both CIS and ISD policies.

### **Social Media**

Each district has specific Social Media guidelines. CIS employees must adhere to school district policies.

### **Data Integrity**

All CIS staff will ensure that all document information/data is accurate to the best of their knowledge and will maintain the faithfulness of such data in all student files submitted through data entry into the state database, CISTMS.

### **Data and Information Requests**

Data requests and other information submissions must comply with all FERPA rules and must be approved prior to dissemination to the CIS main office personnel.

### Off-Site CISTMS Use

Use of CISTMS, the CIS/TEA student database will be allowed through approved access from the CIS of Greater Central Texas, Inc. and the TEA Secure Environment. All other use is prohibited.

### Password Security

It is the responsibility of all staff to maintain proper security of all passwords as assigned by school districts or the CIS central office. Passwords may be required to be stored at the central office as emergency access in crisis situations.

### Transporting Student Data

All student data is confidential and may not be taken off campus for additional servicing with the exception of the CIS main office. Student files/data shall be brought monthly for update or data entry. Transporting of student documents for any reason not approved by the central office is strictly prohibited.

### Company Credit Cards

**Policy:** The issuance and use of company credit cards must be approved by the Executive Director. Employees using company credit cards must follow the following procedures.

**Prohibited uses.** Company credit cards may not be used for cash advances, bank checks, traveler's checks and ATM withdrawals, personal expenses, purchases of alcohol or other items inconsistent with the organization's mission and values.

- A. The Executive Director must approve the issuance of all Communities In Schools of Greater Central Texas, Inc. credit cards to employees.
- B. Company credit cards may be used only for the purchase of goods or services for official business of Communities In Schools of Greater Central Texas, Inc.
- C. The employee issued/signing out the card is responsible for its protection and custody, and shall immediately notify the Executive Director or Director of Staff Support if the card is lost or stolen.
- D. Employees must provide documentation – usually the original itemized receipt or confirmation of online purchase.
- E. The person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action, up to and including termination of employment, and, where appropriate, criminal prosecution.
- F. The person issued the card must immediately surrender the card to the Executive Director or Director of Staff Support when affiliation with Communities In Schools of Greater Central Texas has ended.
- G. Reimbursement for returns of goods or services must be credited directly to the credit card account. The employee shall receive no cash or refunds directly.

## TERMINATION OF EMPLOYMENT

**Termination Without Cause.** Due to reorganization, institutional or contractual requirements, changes in duties and responsibilities, completion of contracts, etc., an employee may be terminated without cause. When possible, the employee should be given written notification 30 days before the termination date. During the ensuing month, the supervisor will allow the employee adequate time off to seek new employment. A letter of notification of dismissal may or may not state reasons for dismissal.

**Termination With Cause.** Any employee of CIS may be terminated for "good cause." Relative to conduct, "good cause" is defined as conduct or actions of the employee considered by the Board of Directors to be indecorous, improper, unseemly, indecent, unbecoming, indelicate or any acts which could be held to be in violation of the Constitution and laws of the State of Texas or of the United

States and appropriate state and federal regulations appurtenant thereto.

- A. For purpose of this document, indecorous actions are those which violate accepted standards of good manners; improper applies to a broader range of transgressions of rules of not only social behavior, but of ethical practice, logical procedure, or prescribed method; unseemly is considered any act of special inappropriateness to a situation or an offensiveness to good taste; indecent is great unseemliness or gross offensiveness, especially in referring to sexual matters; unbecoming consists of behavior or language that does not suit one's character or status; indelicate consists of a lack of modesty, tact, or an insensitive perception of feelings.
- B. To warrant termination of the employee, these acts would be of such gravity as to bring discredit or unfavorable attention to CIS, unfavorable publicity or unfavorable climate and working conditions with CIS or with organizations with whom CIS has established working relationships.
- C. Violations of laws include, but are not limited to, harassment, which includes racial/ethnic and sexual harassment. Harassment is the verbal, physical, or visual conduct of a racial/ethnic or other type that, in the employee's opinion, impairs his/her ability to do the job. Harassment is contrary to basic standards of conduct between individuals and is prohibited. Corrective action for these types of violations may include a range of disciplinary measures from a written warning to termination.
- D. If the problem involves the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or dangerous drug by any employee on or off duty while employed by CIS, dismissal may be immediate.
- E. Relative to duties and responsibilities, if the employee fails to accept direction and perform duties and responsibilities in a timely manner as assigned through designated channels, the supervisor should counsel the employee verbally, and if no improvement is noted, a written counseling statement will be issued. Following a designated time period, an additional written evaluation will be performed. Termination or further monitoring of performance will be recommended at this time to the Executive Director.
- F. Employment of certain personnel is based on contractual requirements of local, state, and/or federal government(s). Termination may occur should CIS be required by the contracting entity to remove an employee.

**Termination/Separation Documentation.** If a termination with cause is recommended by the Executive Director, documentation including written and verbal warnings, recommendations and other documentation will be kept for 3 years after date of separation.

If an employee wishes to resign, a letter of resignation should be submitted to the Executive Director at least 2 weeks prior to separation.

## COMPENSATION AND BENEFITS

### Salary

- A. Employees are hired under a contractual agreement and will be compensated for a total of 215 days for Administrative Staff, 190 days for Site Coordinators, and 190 days for Case Managers each fiscal year unless otherwise authorized by the Board. A daily rate shall be established and used in determining annual salaries. Annual salaries will be pro-rated over a 12 month period.
- B. Base pay is determined by position of employment and is specified on job description.
- C. Expenditures for which personnel serving in a particular capacity would ordinarily be expected to incur, i.e., district travel, professional development, etc. are not part of the base pay.

### Salary Increases

- A. Salary increases are determined by available funding.
- B. When funding is available, CIS will generally provide a 2% salary increase each year to employees who have been employed longer than one year in their current position by the time of their new annual

contract date.

### **Merit, Bonuses, Service Tenure and Other Compensations**

- A. All compensation is determined according to available funding.
- B. CIS does not participate in merit or service tenure compensation.
- C. Bonuses are at the discretion of the Executive Director and solely dependent upon available funding.

### **Personnel Activity Report/Time Sheet (Time & Effort)**

- A. Time and effort for all staff will be recorded on a grant personnel activity report for all hours worked each day based upon the percentage of each funding source allocated to their salary.
- B. CIS expects all employees to follow their assigned work schedules unless they have made prior requests/arrangements with the Executive Director to work at different times.
- C. Requests to work at times outside of an employee's assigned schedule (the use of flex time) are to be submitted to the Director of Staff Support for approval from the Executive Director.
- D. Each employee must fully and accurately record all time that he or she works each day, without exception.
- E. No employee may work without properly recording the time worked.
- F. At the end of each pay period, the employee must sign a certification on the timesheet that the record accurately and completely reflects all time worked during the period in question and that no hours were worked that do not show up in the record.
- G. Any violation of this policy may lead to disciplinary action, up to and potentially including termination of employment, depending upon the severity or repeat nature of the offense.

### **Payroll Processing**

- A. Payroll will be completed by the last working day of each month based on work performed through the last working day of the month.
- B. Time sheets are due last working day of the month
- C. Employee signatures and dates are required on all timesheets and Site Coordinators are required to sign Case Manager's timesheets as supervisor.
- D. No advances on paychecks will be given under any circumstances.
- E. Payroll for all salaried employees is direct deposited on the last working day of each month.
- F. The Director of Finance is responsible for payroll functions.

### **Employee Health Insurance**

- A. All full-time employees that work at least thirty hours per week are eligible to enroll in the CIS group health, prescription and dental plan with the current insurance carrier.
- B. Eligibility dates are as follows:
  - *New Hires*. 1st of month after employed with CIS 30 days
  - *Late Enrollees*. 91st day after 90-day waiting period
- C. The open enrollment period for current employees is from December 1 through December 31 of the current calendar year. Any changes should be made at this time. Effective date of coverage is January 1.
- D. Communities In Schools will contribute 50 percent of the employee's single premium.
- E. Premiums will be deducted pretax from employee's payroll check.
- F. Please review benefits provided in the handbook by the current insurance carrier.
- G. COBRA - Employees have the right to continue current medical coverage at the time of separation from Communities In Schools for up to 18 months if separation is not for cause. Family members (spouse and dependent children) who lose coverage due to divorce or loss of dependency may continue coverage for up to 36 months. The cost to continue coverage is 102 percent of the total cost of the current insurance premium.

### **AFLAC (Employee Medical Supplemental Insurance)**

- A. Full-time employees are eligible to participate in the organizations AFLAC Cafeteria Plan. Participation is strictly employee initiated. An appointment is set up to meet with an AFLAC representative to discuss the various options. At this time employees may decline enrollment.
- B. Most policies are eligible for payroll pre tax deduction.
- C. The open enrollment period shall be from August 1 through August 31 of each year. Any changes are to be made at this time. Effective date of coverage is September 1 of each year.

### **Workers' Compensation**

Workers' compensation is a state-mandated insurance provided by employers to pay for medical bills and lost income for employees who are hurt on the job. CIS maintains workers' compensation coverage on all of our employees. All claims are to be reported to the Central Office as soon as possible where proper reporting and follow up will be conducted with the current insurance carrier. Texas Department of Insurance, Division of Workers' Compensation Rule 110-101(e) (1).

### **Compensatory Time**

Communities In Schools neither offers nor participates in the use of compensatory time.

### **Travel Reimbursement**

Expenses for transportation, lodging, meals, and related items are allowable when incurred on official business which is directly attributable or required for administrative purposes. Cost for lodging, meals, and related items may not exceed TEA rates in effect at the time. Reimbursement for employees' meals is allowable only in conjunction with overnight travel of 50 miles from their home and office.

Travel reimbursement is to be submitted no later than the last day of the quarter, i.e., October, January, April and July.

### **Travel Stipends**

If, after initial employment with CIS, a staff person is asked by the Executive Director to transfer to a different campus due to special circumstances and the commute is increased by 10 miles or more one-way, CIS will pay a \$80 per month stipend to that employee for as long as they are assigned to that campus.

## **LEAVE AND ABSENCES**

### **General Leave Information**

- A. All full-time employees of CIS are entitled to one (1) day of paid annual leave for each monthly pay installment as indicated on the employee's annual contract. (example: 12 monthly installments = 12 annual leave days; 5 monthly installments = 5 annual leave days)
- B. Annual leave may be used for sick, personal, bereavement, Family Medical Leave (if qualified), military leave or Military Family Leave.
- C. At the end of the contract year, any unused leave days will be carried forward as Accumulated Sick Leave.
- D. CIS part-time employees are eligible for leave, however it will be proportional to the amount of time worked; i.e., half-time (50%) employees will be entitled to 6 paid days of leave per year.
- E. Unused leave is not subject to reimbursement at the time of voluntary or involuntary separation of employment. There is no cash reimbursement for unused leave at any time.
- F. Leave time will be deducted in either half-day or full-day increments.
- G. If an employee's absence continues beyond the period covered by leave, the employee will be subject to payroll deductions during that payroll period.



### **Process for Calling When Off Campus**

Staff must notify Central Office as well as their school when they will be off campus. A departure and estimated time of return must be provided.

### **Sick Leave**

- A. The following may be claimed as sick leave:
- B. Illness or serious injury of self, spouse, child/stepchild, mother or father
- C. Doctor or dentist appointments
- D. Pregnancy-related illness
- E. CIS campus employees will notify their immediate supervisor and their school as soon as possible, preferably before the regular work day begins.
- F. All CIS employees will notify Central Office of absences and estimated length of the absence.
- G. If calling outside of normal work hours, the employee is to call the Central Office Absentee Phone Number at 254-833-8515 to report the absence.
- H. Employees are expected to communicate with their supervisor while on sick leave to apprise them of their situation.
- I. At the end of the contract year, any unused annual leave days will be carried forward as Accumulated Sick days.
- J. Accumulated Sick days may only be used for sick leave.
- K. Once leave is expended, the employee may request additional unpaid days under the Family Medical Leave Act as applicable. FMLA policies include the National Defense Authorization Act (NDAA) as signed into law on January 28, 2008. Inquiries about FMLA procedure may be directed to the Director of Staff Support.
- L. If an employee is out sick for more than three (3) consecutive work days, a physician's written statement must be submitted as soon as possible after the employee's return to work.
- M. Abuses of sick leave will be handled in the same manner as any other disciplinary problem.

### **Personal Leave**

Whenever possible, personal leave requests should be submitted at least 24-hours in advance.

### **Bereavement**

- A. In the event of the death of an immediate family member, full time employees may be granted up to three days leave in state or five days leave out-of-state per occurrence.
- B. Immediate family includes parents, brothers, sisters, spouses, grandparents, children, or any other relative living in the employee's household who is classified as a dependent of the employee. Exceptions may be granted at the discretion of the Executive Director.

### **Holidays**

All holidays are unpaid days off. Employees are to follow the school district holiday schedule in which they work.

### **Jury Duty**

If an employee receives a jury summons, he/she should notify the supervisor immediately and submit a copy of the jury summons to the Director of Staff Support so that appropriate arrangements can be made for the employee's absence.

- A. CIS will pay the regular salary while an employee is serving jury duty
- B. Should the employee be excused from jury duty, he/she must return to work
- C. Payment for jury duty shall be to the employee
- D. If the jury duty exceeds 15 working days, the payment for subsequent days reverts to CIS

## Maternity Leave

- A. Maternity leave is treated as sick leave and is granted on a prenatal and/or postnatal basis for a reasonable length of time, normally not to exceed 12 work weeks.
- B. Pregnant employees should report such condition to the Director of Staff Support as soon as a positive determination has been made.
- C. Pregnant employees may continue to work as long as the physician deems it appropriate.
- D. Sick leave shall be granted in conjunction with maternity leave and shall be governed by the current policy on sick leave.
- E. Maternity leave can be authorized for either parent under this policy.
- F. Maternity leave can be authorized for either parent, for permanent adoptions or pre-adoptive placement.
- G. All leave, including FMLA must be submitted on the appropriate form for approval.
- H. Employee must submit medical clearance in writing from the physician before returning to work.

## Family Medical Leave

According to the Family and Medical Leave Act of 1993 full-time employees may be given up to 12 weeks of job protected leave per year for certain family and medical reasons. Job protected leave must be taken in conjunction with accrued leave. The employee must have worked for CIS for at least 12 months and worked 1,250 hours within the past 12 months. Conditions qualifying for family leave include serious qualifying health conditions, illness, childbirth, adoption or foster care placement.

## Military Leave

There is no obligation for an employer to pay an employee who is absent for Military duty. An employee who misses work due to military duty could choose to apply available paid leave to the absence. Please refer to the Texas Workforce Commission's Especially for Texas Employers Handbook, "Legal Issues for Military Leave" page 154.

## Military Family Leave

On January 28, 2008 the National Defense Authorization Act (NDAA) was signed into law. The NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service.

**Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

**Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

Inquiries about Military Family Leave (NDAA) procedure may be directed to the Director of Staff Support.

## COMPLAINTS AND GRIEVANCES

### Policy

CIS recognizes that in any work environment there are times when employees need to express concerns and work-related problems in a formal manner. This Policy establishes the process by which employees may present his/her concerns and other work-related problems and provides for the prompt and considerate review of such issues. For sexual, gender and other unlawful harassment concerns,

refer to the Harassment Policy.

### **Application**

This Policy shall apply to grievances by employees charging unlawful discrimination with regard to the terms and conditions of employment and unlawful harassment. Further, this Policy shall apply to grievances by employees alleging that a work-related problem or condition is unfair, inequitable or a hindrance to the effective performance of the employee's job.

This Policy shall not apply to grievances arising out of a termination as a result of a reduction in force, involuntary leave without pay, dismissal, demotion, non-renewal of a contract or introductory period.

### **Procedure**

- A. **Step One.** An employee with a grievance shall, within ten (10) business days after the action giving rise to the grievance, meet with his/her immediate supervisor, submit in writing the nature of the grievance and discuss the grievance. The employee shall specify in writing that he/she is filing a formal grievance. The written statement must be signed and dated by the employee. The supervisor will investigate the grievance and make a decision and inform the employee, in writing, within ten (10) business days after the initial meeting. If the supervisor does not have the authority to resolve the grievance or if the grievance directly involves actions by this supervisor, the employee may bypass this step and proceed directly with Step Two.
- B. **Step Two.** If the grievance is not resolved at Step One, or if Step Two is the initial process, the employee may request a meeting with the Executive Director within five (5) business days after receiving receipt of the supervisor's written decision or, in the case Step Two begins the grievance process, within ten (10) business days after the action giving rise to the grievance. In either regard, the employee shall be notified of the date of the meeting within five (5) business days of receipt of the request for a meeting. The employee shall provide information in writing regarding the nature of the grievance at least two (2) business days prior to the meeting. The written statement must be signed and dated by the employee. The parties shall attempt to resolve their grievance informally at this level. The employee shall be notified, in writing, of the decision regarding the grievance within ten (10) business days after the meeting.
- C. **Step Three.** Decision by the Executive Director: Within five (5) business days after receipt of the decision in Step Two, or in applicable cases Step One, an employee may request, in writing, a meeting with the Executive Director. The written request must include the following: (1) a statement concerning the basis of the grievance; (2) a statement detailing the attempts to resolve the grievance and the results; and (3) a statement indicating the remedy or corrective action sought. The written statement must be signed and dated by the employee.

In the event that the employee's grievance directly involves actions by the Executive Director, the Executive Director shall forward the grievance to the Chair of the Board.

The employee shall be notified of the date and time of the hearing with the Executive Director within ten (10) business days of receipt of the request to the Executive Director.

At the hearing with the Executive Director, the employee shall present his/her case and any relevant documentary evidence. Only the employee, the Executive Director and those individuals the Executive Director deems necessary shall be present at the meeting. The Executive Director, at his/her discretion, may decide whether to hear witness testimony. The employee shall be notified, in writing, of the Executive Director's decision within ten (10) business days after the meeting. The Executive Director's decision shall be final.

### **Grievances Involving the Executive Director**

Employee grievances that directly involve an action of the Executive Director shall be referred to the Chair of the Board. The Board may conduct an investigation into the matter and may conduct a hearing

using the same procedures as the Executive Director as outlined above. The Board's decision is final.

## **STUDENT RELATED PROCEDURES**

### **School Uniforms**

It is the school's responsibility to provide uniforms for students who cannot afford them. However, if because of an extreme situation it becomes necessary to provide any part of a school uniform for student/students, please contact the Executive Director or the Director of Finance at Central Office for approval prior to making a purchase.

### **CIS Documentation and Reports**

It is the responsibility of all CIS employees to maintain accurate and current documentation on CIS students. CIS employees must also submit all reports, including weekly and monthly reports, to the Executive Director by the requested dates. Failure to comply with any of the above may result in disciplinary action.

### **Student Eligibility**

All students enrolled in CIS will be case managed. All students are to receive the attention and services needed to keep them focused on education. Therefore, CIS does not enroll students that are ineligible for case management. All students who can be categorized as "eligible" by the TEA At-risk criteria are provided the opportunity to participate in the campus CIS program if they so desire. Students enrolled will follow the proper enrollment process for all CIS students.

### **Home Visits**

Under no circumstances will a CIS employee make a home visit alone. A school or an additional CIS employee must be present during the home visit.

### **Transportation of Students/Parents**

Under no circumstances will a CIS employee transport a student or a parent alone. A school or an additional CIS employee must also be present during the transport of the student or parent.

### **Principal's Guide**

It is the responsibility of each CIS Site Coordinator to present a copy of the most recent Principal's Guide to the principal at the start of the school year.

### **Supervision of CIS Activities**

A CIS employee must be present and supervise all official CIS activities.

### **Final Enrollment Date for Students**

The enrollment date for students who are state-funded is set on the CIS calendar of events as April 30th. This date is chosen so that students in a normal situation can be provided the appropriate services.

Students enrolled after April 30th can be case managed if direct services will be provided in May and June of the calendar year. These students will normally be those whose needs are not as extreme as those enrolled earlier in the year and will address close to year-end academic issues.

### **Campus Service Delivery Plans**

All CIS sites are to develop a campus service delivery plan using the current state-approved format. Each plan will include all 6 components: Support Guidance, Educational Enhancement, Enrichment, Parental Engagement, Health and Human Services and College and Career Awareness. Campus plans will be developed from assessments conducted by the site coordinator. Campus plans may be reviewed

and updated as needed and can be implemented in the following year as long as the format is the current state-approved format.

### **Mandatory Reporting of Suspected Child Abuse**

All CIS employees are required by state law to report any suspected child abuse or neglect to Child Protective Services (CPS) within 48 hours of the event that led to the suspicion. Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate agency. State law specifies that an employee may not delegate or rely on another person or administrator to make the report. Reports to CPS can be made to the Texas Abuse Hotline at: (800) 252-5400. In addition, employees must cooperate with investigators of child abuse and neglect.

### **Mandatory Reporting of Suicide Ideation**

- CIS Staff must follow the school and school district policies on student suicidal ideations.
- All suicide ideations by students are to be referred to the school administrator or counselor immediately, regardless of how long ago the student contemplated it.
- CIS Staff are not allowed to defer any suicide ideations for a later time.
- CIS Staff are not allowed to counsel students concerning suicide.
- CIS Staff must refer and accompany all students who mention suicide to the school administrator or counselor.

### **Confidentiality of Information**

All employees, interns, and volunteers are required to comply with CIS' policy on confidentiality. CIS considers certain information to be confidential and/or proprietary. Such information should not be communicated without proper authorization from your supervisor.

Confidential information can include:

- A. Certain business information such as:
  1. Financial and marketing data
  2. Budget information
  3. Bid proposals
  4. Contract negotiations
  5. Research and development ideas
- B. Personnel actions, such as:
  1. Promotions
  2. Terminations
  3. Personnel controversies
  4. Compensation, payroll data
  5. Performance evaluations
  6. Personal information of an embarrassing nature or that an employee specifically requests be kept confidential
- C. Information about program recipients or clients of a personal nature.
- D. Certain legal advice, opinions and documents.

If you are not sure if the information you are handling is confidential, consult your supervisor. When discussing or transmitting confidential information follow these guidelines:

- A. Do not reveal any confidential information except under the direction and with the approval of your supervisor.
- B. Ensure that the recipient of the confidential information has a legitimate need to know the information.
- C. Avoid displaying confidential data where it can be easily observed, including on your computer screen when you are not at your desk.
- D. Immediately inform your supervisor of the loss of any confidential data.
- E. Secure confidential documents in locked file cabinets when not in use.

- F. Make sure that you properly dispose of all confidential information.
- G. Do not remove any confidential information from the organization office without specific authorization to do so.
- H. Before you leave employment with CIS, return all confidential and sensitive information directly to the Director of Staff Support.

## **FERPA Requirements and Exceptions**

### **FERPA Requirements (Family Educational Rights and Privacy Act)**

Any information that identifies the student may be released only with the signed written consent of the student's parent. All student information is confidential under FERPA except for information that constitutes "directory information" of the student, and so long as the parent has not opted out of the student's information being included in the school's directory information. The list of directory information is determined by each school district or campus, and the list is required to be published annually. The list of directory information for a given school or district may include any of the following:

- Name for a Student
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Date of attendance
- Grade level
- Full-time or part-time status
- Most recent educational agency or institution attended
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Student's marital status
- Any degrees, honors or awards received

Because the list of directory information often varies from one district or campus to another, and because TEA obtains student information statewide without knowing whether the parent has opted out of the student's information being included in the school's directory information, TEA considers all student information held by TEA or its agents as not constituting directory information and therefore as being confidential under FERPA.

CIS is an agent of TEA as well as an agent of the school; therefore, to be able to provide most any information related to a particular student to the school district or campus, a written and signed parental consent must first be obtained. Similarly, in order for the school district or campus to release student information to a local CIS program other than information that is part of the school's directory information, parental consent must first be obtained. For local CIS programs, this consent is obtained on the Request of Information form. This form also lists any additional local agencies to which the student's information may be shared. Student records of a local CIS program must be kept confidential and not shared with anyone absent the written and signed consent of the student's parent or legal guardian. In the absence of parental consent or an exception to FERPA, a local CIS program may release information only if it does not identify any student.

The FERPA law grants either parent or guardian of a student the right to access FERPA protected information related to his or her child whether or not the parent is the custodial parent. A parent has

this right unless there is a court order or other legally binding document relating to divorce, separation, or custody that revokes these rights. The right of a parent or guardian to inspect records of his or her child applies only to those records of a local CIS program that contain identifying information of the child, such as the child's name or other unique identifier.

### **FERPA Exceptions**

FERPA contains narrow exceptions that allow disclosure without parental consent, and these exceptions are explained in 34 CFR 99.31. Guidance concerning these exceptions as well as FERPA generally can be obtained on-line from the U.S. Department of Education via the following web address: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. FERPA does not apply to records created and maintained by a law enforcement unit for a law enforcement purpose. However, this exception does not apply to such records when they are not maintained by a law enforcement unit, and therefore the exception does not apply to law enforcement records that are held by a local CIS program. Similarly, this exception does not extend to records concerning a disciplinary action or proceeding of the district or campus. Accordingly, law enforcement and disciplinary records of a student held by a local CIS program must be treated by the program as confidential under FERPA.

### **Key Points**

- A. FERPA applies to student records created or maintained by school districts as well as local CIS programs.
- B. CIS may obtain student data and information from the school district only if a Request of Information (PC-ROI) form is signed by the parent or if CIS is acting at the request of (or on behalf) the district as stated in the district written agreement.
- C. CIS may release student case file information to the school district or other agencies (listed on the PC-ROI) only if the parent gives permission on the ROI form.
- D. FERPA grants either parent or guardian of a student the right to access FERPA protected information related to his or her child whether or not the parent is the custodial parent. A parent has this right unless there is a court order or other legally binding document relating to divorce, separation, or custody that revokes these rights. Because other confidentiality law also applies to records relating to a report of suspected abuse or neglect, the parent's right of access under FERPA to the child's education records may not apply to records that relate to a report of suspected abuse or neglect. PROGRAM OPERATING REQUIREMENTS 64 TEXAS EDUCATION AGENCY

## **CIS PROGRAM IMPLEMENTATION**

### **Contractual Agreement**

In support of the CIS contract with school districts, CIS Employees assigned to campuses shall:

- A. Fully implement and adhere to CIS program requirements on each campus served by CIS, in accordance with the guidance provided by the Texas Education Agency which has established rules and procedures for the operation of the program.
- B. Fully develop, implement, and manage the CIS program and activities under the direction of the CIS Executive Director and the CIS Board of Directors. While CIS employees are an additional resource and support to the campus, TEA requirements as well as CIS responsibilities restrict them from accepting additional duties generally fulfilled by District employees (administrative, clerical, substitute teacher, or otherwise). However, CIS staff are willing to show their support by assisting the campus in other ways.
- C. Follow the calendar of the assigned District. All CIS employees are classified by the U.S. Department of Labor and the Texas Workforce Commission as non-exempt. No CIS employee may work overtime (more than 40 hours per week) without the prior and expressed authorization from the CIS Executive Director.
- D. Develop and provide the principal of the assigned campus with a CIS Campus Plan. The CIS Campus Plan is an annual, formal written agreement developed by CIS and signed by the principal, which

contains all the information, requirements, standards, processes, and forms necessary to develop a plan that reflects the service needs of a campus and its students, as well as all of the services that will be provided to students and their families. The CIS Campus Plan includes an Agreement which addresses the role of CIS in the Campus Improvement Plan, the access to student records that CIS will have, the sharing of student data, CIS responsibilities, school responsibilities, reporting of data, and any other issues critical to the success of the CIS program.

- E. Implement the Texas Education Agency’s Case Management Model utilizing the full array of the following six (6) component services to meet the diverse needs of CIS students and their families:
- Supportive Guidance and Counseling
  - Health & Human Services
  - Academic Support
  - Enrichment Activities
  - Parent and Family Engagement
  - Career and College Readiness
  - Provide multidisciplinary case management for students and coordinate the resources of the community to benefit students and families.
- F. Safeguard all student data and information according to TEA policy for CIS programs as well as federal and state laws, specifically FERPA, HIPPA, and HB300