

Employee Information Guide & Electronic Media Administrative Regulations

Name _____ Employee
ID _____ Campus/Department

I hereby acknowledge that the Lamar Consolidated Independent School District Policy Manual, Administrative Regulations, and other pertinent information can be accessed at www.lcisd.org. I agree to read and abide by the standards, policies, and procedures set forth in LCISD Board Policy and Administrative Regulations.

In addition to providing guiding principles, LCISD Board Policy and Administrative Regulations govern the operations of the District and its employees. Board Policy is all inclusive and provides detailed operational information, processes and procedures.

My signature indicates that I have been made aware that the topics and information listed on the four subsequent pages are addressed in the Board Policy Manual and/or Administrative Regulations and I have been provided with the corresponding links. I am also aware that this is not a comprehensive list of Board Policies and Administrative Regulations.

My signature also indicates that I have been made aware of the Electronic Media Regulations. These guidelines identify the acceptable boundaries for authorized personnel to communicate through electronic media with currently enrolled students. I have been provided with the corresponding links. I am also aware that this is not a comprehensive list of the Administrative Regulations.

The information in this guide is subject to change. I understand that changes in district policies may supersede, modify or eliminate the information summarized in this guide. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this Employee Information Guide.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the LCISD Human Resources department if I have questions or concerns or need further explanation.

Policy manuals are located in the Principal's office of each campus or in the district Human Resources Office. They can also be accessed on line through the internet at the following address: www.lcisd.org.

Signature

Date

Please sign and date this form and forward it to your Principal or Department Supervisor.

General District Information including School Calendar www.lcisd.org

Employment

Equal Employment Opportunity – [Policy DAA \(LEGAL\)](#)
Job Vacancy Announcements – [Policy DC \(LEGAL\)](#)
Contract and Non-contract Employment – Policies [DC \(LOCAL\)](#), [DCA \(LOCAL\)](#), [DCB \(LOCAL\)](#), [DCD \(LOCAL\)](#), [DCE \(LOCAL\)](#)
Searches and Alcohol and Drug Testing - [Policy DHE \(LOCAL\)](#)
Reassignments and Transfers – [Policy DK \(LOCAL\)](#)
Workload and Work Schedules – [Policy DL \(LEGAL\)](#)
Notification of Parents Regarding Qualifications – [Policies DK \(LEGAL\)](#), [DK \(LOCAL\)](#)
Non-School Employment and Tutoring – [Policy DBD \(LOCAL\)](#)
Performance Evaluation – [Policies DN \(LOCAL\)](#), [DNA \(LOCAL\)](#), [DNB \(LOCAL\)](#)
Employee Involvement – [Policies BQA \(LOCAL\)](#), [BQB \(LOCAL\)](#)
Staff Development – [Policy DMA \(LOCAL\)](#)

Compensation and Benefits

Salaries, Wages, and Stipends – [Policy DEA \(LOCAL\)](#)
Payroll Deductions – [Policy CFEA \(LOCAL\)](#)
Overtime Compensation – [Policy DEA \(LOCAL\)](#)
Travel Expense Reimbursement – [Policy DEE \(LOCAL\)](#)
Health, Dental, and Life Insurance – [Policy CRD \(LOCAL\)](#), [Employee Benefits Info](#)
LCISD Employee Health Plan – Notice of Privacy Practice – [Employee Benefits Info](#)
Section 125/Cafeteria Plan Benefits [Employee Benefits Information](#)
Workers' Compensation Insurance – [Policy CRE \(LEGAL\)](#)
Unemployment Compensation Insurance – [Policy CRF \(LOCAL\)](#)
Teacher Retirement – www.trs.state.tx.us
W-4 Form – [form](#)

Leaves and Absences – [Policy DEC \(LEGAL\)](#) and [Policy DEC \(LOCAL\)](#)

Absence from Duty – [Policy DEC \(LOCAL\)](#)
Sick Leave – [Policy DEC \(LEGAL\)](#) and [Policy DEC \(LOCAL\)](#)
Personal Leave – [Administrative Regulations for Discretionary Use of Personal Leave](#)
Temporary Disability Leave (TDL) – [Policy DEC \(LEGAL\)](#) and [Policy DEC \(LOCAL\)](#)
Family Medical Leave (FMLA) – [Policy DEC \(LEGAL\)](#) and [Policy DEC \(LOCAL\)](#)
Workers' Compensation Benefits – [Policy DEC \(LEGAL\)](#) and [Policy DEC \(LOCAL\)](#)
Sick Leave Bank – [sick leave bank](#)
Military Leave – [Policy DEC \(LEGAL\)](#) and [Policy DEC \(LOCAL\)](#)
Assault Leave – [Policy DEC \(LEGAL\)](#) and [Policy DEC \(LOCAL\)](#)
Jury Duty and Court Appearances – [Policy DEC \(LEGAL\)](#) and [Policy DEC \(LOCAL\)](#)
Miscellaneous – [Policy DEC \(LEGAL\)](#) and [Policy DEC \(LOCAL\)](#)

Complaints and Grievances

Complaints and Grievances – [Policy DGBA \(LOCAL\)](#) or 832-223-0300

Employee Conduct and Welfare

Standards of Conduct – [Policy DH \(LOCAL\)](#)
Code of Ethics and Standard Practices for Texas Educators – [Educators' Code of Ethics](#)
Sexual Harassment – [DH \(LOCAL\)](#), [DIA \(LOCAL\)](#), [FFH \(LEGAL\)](#), [FFH \(LOCAL\)](#) Drug
Free Schools – [Policies DH \(LOCAL\)](#), [DI \(LOCAL\)](#)
Reporting Suspected Child Abuse – [Policy FFG \(LEGAL\)](#) Conflict of
Interest – [Policies BBFA \(LEGAL\)](#), [DBD \(LOCAL\)](#) Gifts and Favors
– [Policy DBD \(LOCAL\)](#)
Associations and Political Activities – [Policy DGA \(LOCAL\)](#)
Safety – [Policy CK \(LOCAL\)](#)
Tobacco Use – [Policies DH \(LOCAL\)](#), [FNCD \(LEGAL\)](#)
Employee Arrests and Convictions – [Policy DH \(LOCAL\)](#)
Possession of Firearms and Weapons – [Policies FNCG \(LEGAL\)](#), [GKA \(LOCAL\)](#)
Visitors in the Workplace – [Policy GKC \(LOCAL\)](#)
Copyrighted Materials – [Policy CY \(LEGAL\)](#), [CY \(LOCAL\)](#)
Computer Use and Data Management – [Policy CQ \(LOCAL\)](#)
Asbestos Management Plan – [Policy CKA \(LEGAL\)](#)
Pest Control Treatment – [Policy CLB \(LOCAL\)](#)
Social Media – [Policy DH \(LEGAL\)](#), [DH \(LOCAL\)](#), [DH \(REGULATION\)](#)

General Procedures

Bad Weather Closing – www.lcisd.org
Emergencies – [Policy CKC \(LOCAL\)](#)
Purchasing Procedures – [Policy CH \(LOCAL\)](#) and [Policy CH \(LEGAL\)](#)
Personnel Records – [Policy GBA \(LEGAL\)](#)
Building Use – [Policy GKD \(LOCAL\)](#)

Termination of Employment

Resignations – [Policy DFE \(LOCAL\)](#)
Reports to the State Board for Educator Certification – [Policy DF \(LEGAL\)](#)
Dismissal or Non-renewal of Contract Employees – [Policies DFAA \(LOCAL\)](#), [DFAB \(LEGAL\)](#), [DFBA \(LOCAL\)](#), [DFBB \(LOCAL\)](#), [DFD \(LOCAL\)](#), [DFE \(LEGAL\)](#)
Dismissal of Non-contract Employees – [Policy DCD \(LOCAL\)](#) Exit
Interviews and Procedures – [Policy DC \(LOCAL\)](#)

Student Issues

Equal Educational Opportunities – [Policy FB \(LOCAL\)](#)
Student Records – [Policy FL \(LOCAL\)](#)
Parent and Student Complaints – [Policy FNG \(LOCAL\)](#) Administering
Medication to Students – [Policy FFAC \(LOCAL\)](#) Dietary Supplements
– [Policies DH \(LOCAL\)](#), [FFAC \(LOCAL\)](#) Psychotropic Drugs –
[Policy FFAC \(LOCAL\)](#)
Student Discipline – [Policies in the FN through FO series](#)
Student Attendance – [Policy FEB \(LOCAL\)](#) Hazing –
[Policies FNCC \(LEGAL\)](#), [FO \(LOCAL\)](#)

EMPLOYEE STANDARDS OF CONDUCT
ELECTRONIC MEDIA INFO

These guidelines identify the acceptable boundaries for authorized personnel to communicate through electronic media with currently enrolled students. An employee is not subject to these limitations when the employee has a pre-existing family or social relationship with the student. For example, an employee may have a pre-existing 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.

DEFINITIONS

The following definitions apply for purposes of this regulation:

“Electronic Media” includes, but is not limited to, the use of cell phones, text messaging, instant messaging, electronic mail, web logs (blogs), electronic forums, video sharing web sites, editorial comments posted on the internet, social network sites and all forms of telecommunication.

“Communicate/Communication” is defined as the conveying of information via one-way communication as well as a dialogue between two or more people. Unsolicited contact initiated by a student through electronic media does not constitute communication.

“Authorized Personnel” is defined as any employee who possesses a certificate issued by the Texas Education Agency or the State Board for Educator Certification; possesses licensure issued by a state licensing agency (e.g. trainers, nurses, psychologists); or is responsible for the supervision of a district sponsored extracurricular activity.

GUIDELINES FOR ACCEPTABLE USE OF ELECTRONIC MEDIA:

1. Any and all communications will be limited to matters that directly relate to the employee's professional duties.
2. Employees should assume that electronic communication as described in this administrative regulation is public information.
3. In order for employees to communicate with currently enrolled students through social networking sites, employees must establish a separate, independent professional page, which is accessible to administration and parents as well as students.
4. Electronic media communication between the employee and student(s) may not occur prior to 6:00 a.m. or after 10:00 p.m. This limitation does not apply to public posts.
5. The employee must comply with records retention and destruction requirements.

EMPLOYEE STANDARDS OF CONDUCT

6. The employee is subject to applicable state and federal laws including confidentiality, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators.
7. If administration is conducting an investigation into allegations of employee misconduct, an employee must provide requested information regarding methods and contents of electronic media communications.
8. Employees may not use scheduled work time to engage in electronic communication which is not job related.
9. Posts on personal social media accounts which include student pictures and/or information may not originate from any employee's personal account. This includes sharing posts from any other individual's personal social media accounts.

PERSONAL USE

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/her job duties, the employee is subject to disciplinary action up to and including termination of employment.

