DATE: August 6, 2020
TO: Principals, Executive Directors and Directors
FROM: Joel S. Treviño, Executive Director of Human Resources
THROUGH: Dr. Donna Newman, Associate Superintendent for Instruction and Campus Administration
SUBJECT: Employee Notifications: 2020-2021 School Year

State and Federal laws require specific information to be disseminated to all school district employees. This memorandum is the official record mandating that you will comply with this requirement. The following is a list of the required Employment Policies (LEGAL) and (LOCAL) that must be provided to each employee. The Campus/Department must document that it has offered individual employees the option of hard copies or electronic access.

**DA series**  EMPLOYMENT OBJECTIVES; Equal Employment Opportunity, Genetic Nondiscrimination

**DBAA**   Criminal history and credit reports

**DBD**   Conflict of interest

**DC series**  EMPLOYMENT PRACTICES; Employment Practices, Probationary Contracts, Term Contracts, Continuing Contracts, At-Will Employment, Other Types of Contracts

**DCB**   Term Contracts

**DEA series**  SALARIES AND WAGES; Compensation Plan, Incentives and Stipends, Wage and Hour Laws

**DEC series**  LEAVES AND ABSENCES; Leaves and Absences, Family and Medical Leave, Military Leave

**DF**  Termination of employment

**DFA series**  PROBATIONARY CONTRACTS; Suspension/Termination during, Termination at end, Return to

**DFB series**  TERM CONTRACTS; Suspension/Termination, Nonrenewal

**DFD**  Hearings before Hearing Examiner

**DFF**  Resignation

**DFE**  Reduction in Force

**DFFA**  Reduction in Force due to Financial Exigency

**DFFB**  Reduction in Force due to Program Change

**DGF**  Employee Rights and Privileges

**DGBA**  Employee Complaints and Grievances

**DHB**  Employee Standards of Conduct

**DHB**  Reports to State Board for Educator Certification

**DHE**  Searches and Alcohol/Drug Testing

**DI**  Employee Welfare

**DIA**  Freedom from Discrimination, Harassment and Retaliation

**DI**  Assignment and Schedules

**DN series**  PERFORMANCE APPRAISAL; Performance Appraisal, Evaluation of Teachers, Evaluation of Campus Administrators

In addition, the following non-employment policies must be disseminated to all school district employees as well:

**BQ series**  Student Sexual Abuse

**FB (Legal)**  Equal Educational Opportunity

**FF series**  Student Welfare – Child Abuse and Neglect

**FFG series**  Student Welfare – Discrimination

**FFI (Local)**  Student Welfare - Bullying

**FN Series**  Student Rights/Conduct/Responsibilities

**FO Series**  Student Discipline

**GRA series**  CPS Investigations

*If applicable

An Equal Opportunity Employer