DATE: July 31, 2018

TO: Principals, Executive Directors, Senior 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: 2018-2019 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
DBAA
DBD
DC series*
DEA series*
DEC series
DF*
DFA series*
DFB series*
DFD*
DFE
DFF
DFFA
DFFB
DG
DGBA
DH
DHB*
DHE
DI
DIA
DK
DN series*

EMPLOYMENT OBJECTIVES; Equal Employment Opportunity, Genetic Nondiscrimination
Criminal history and credit reports
Conflict of interest
EMPLOYMENT PRACTICES; Employment Practices, Probationary Contracts, Term Contracts, Continuing Contracts, At-Will Employment, Other Types of Contracts
SALARIES AND WAGES; Compensation Plan, Incentives and Stipends, Wage and Hour Laws
LEAVES AND ABSENCES; Leaves and Absences, Family and Medical Leave, Military Leave
Termination of employment
PROBATIONARY CONTRACTS; Suspension/Termination during, Termination at end, Return to
TERM CONTRACTS; Suspension/Termination, Nonrenewal
Hearings before Hearing Examiner
Resignation
Reduction in Force
Reduction in Force due to Financial Exigency
Reduction in Force due to Program Change
Employee Rights and Privileges
Employee Complaints and Grievances
Employee Standards of Conduct
Reports to State Board for Educator Certification
Searches and Alcohol/Drug Testing
Employee Welfare
Freedom from Discrimination, Harassment and Retaliation
Assignment and Schedules
PERFORMANCE APPRAISAL; Performance Appraisal, Evaluation of Teachers, Evaluation of Campus Administrators

*If applicable

An Equal Opportunity Employer