



North East Independent School District

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OFFICE OF THE
EXECUTIVE DIRECTOR
OF HUMAN RESOURCES

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	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
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
DFE	Resignation
DFF	Reduction in Force
DFFA	Reduction in Force due to Financial Exigency
DFFB	Reduction in Force due to Program Change
DG	Employee Rights and Privileges
DGBA	Employee Complaints and Grievances
DH	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
DK	Assignment and Schedules
DN series*	PERFORMANCE APPRAISAL; Performance Appraisal , Evaluation of Teachers , Evaluation of Campus Administrators

*If applicable

An Equal Opportunity Employer