

Somerville ISD Employment Policies List

Somerville ISD is fulfilling the requirement of TEC §21.204(d) by providing employees with the following list of employment policies; and, to advise the employee the district policy book is available for viewing online at the website address:

<http://pol.tasb.org/Home/Index/241>

Employees will be granted easy access to both a computer and a printer as well as assistance in accessing the website. If you would like assistance and the use of the computer and printer at the Central Office, please contact Ninfa Stevens. The district policy book is also available on the district's website:

www.somervilleisd.org

The hard copy of the District Policy book is available for viewing during regular office hours and you may make copies of any policy. If you would like to have a copy provided, please contact Ninfa Stevens at the Central Office, 596-2153 and advise the policy code and title and request a copy.

The following is a list of employment policies, including (LEGAL) and (LOCAL) policies:

<u>Policy Code</u>	<u>Policy Title</u>
DA series	Equal employment opportunity, genetic nondiscrimination, criteria for personnel decisions
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC	Employment practices
DCB	Term contracts
DEA series	Salaries and wages; incentives and stipends
DEC series	Leaves and absences
DF	Termination of employment
DFA series	Termination of, or return to, probationary contract
DFB series	Termination of term contracts
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/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