



Module 600: Human Resources

Charter Board Policy for New Frontiers Public Schools, Inc.

Board Approved: December 19, 2018

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Module 600 – Human Resources

600.020. EQUAL OPPORTUNITY

The governing body (“Board”) of New Frontiers Public Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Anti-Discrimination Policy

New Frontiers Public Schools employees shall not engage in discrimination or harassment motivated by race, color, religion, sex, disability, military service, or age directed toward other New Frontiers Public Schools employees or students. A substantiated charge of discrimination and/or harassment shall result in disciplinary action. Retaliation against employees or students who report discrimination and/or harassment is strictly prohibited. Acts of retaliation may result in disciplinary action up to and including termination.

Section 2. Investigation

Any allegations of discrimination or harassment of students or employees shall be investigated and addressed.

Section 3. Coordinator

New Frontiers Public Schools designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act:

Name: Norma Arshad and/or designee
Position: School Counselor and/or designee
Address: 4018 S. Presa, San Antonio, TX 78223
Telephone: 210-533-3655

Section 4. Complaints

The Coordinator shall be responsible for the investigation of discrimination complaints filed by employees and citizens. Complaints regarding any type of alleged discrimination shall be made in accordance with New Frontiers Public School’s complaint policy.

600.040. DRUG-FREE WORKPLACE

The governing body (“Board”) of New Frontiers Public Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Drug-Free Policy

New Frontiers Public Schools is committed to maintaining a drug-free workplace and shall make a good faith effort to maintain such an environment. The unlawful manufacture, distribution, possession, or use of a controlled substance in the workplace is strictly prohibited. Violation of this policy may lead to disciplinary consequences up to and including termination.

Section 2. Drug-Free Awareness Program

The Superintendent shall establish, as needed, a drug-free awareness program complying with legal requirements. The program shall provide relevant information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. NFPS District drug-free workplace policy.
3. Counseling, rehabilitation, and other assistance programs available to employees in the community, if any.
4. Consequences on employment for violating NFPS District drug use and abuse prohibitions.

Section 3. Notification

Employees shall notify the Human Resources Department and/or designee of any conviction based on a drug statute violation that occurred in the workplace within five days of such a conviction. Within 10 days of such notification, or otherwise being notified, the Human Resources Representative and/or designee shall notify applicable relevant federal granting agencies of the conviction. Within 30 days of such notification the Human Resources Representative and/or designee shall take appropriate personnel action or require the employee to participate in a drug abuse assistance or rehabilitation program.

Section 4. Alcohol & Drug Testing

Section 4.1. Establishment of Testing Program & Procedures

In an effort to promote safety and help prevent accidents resulting from alcohol and/or drug misuse, the Human Resources Representative and/or designee shall establish an alcohol and drug and controlled substance testing program and procedures for the following:

1. Employees who are drivers of charter school-owned or rented vehicles;
2. Employees who perform safety-sensitive functions;
3. Applicants for positions in the above-referenced categories; and
4. Any employee when there is reasonable suspicion of use of alcohol or controlled substances in the workplace.

The Chief Executive Office and/or designee shall designate a charter school official who shall be responsible for ensuring that information is provided to all employees regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

Section 4.2. Reasonable Suspicion Testing

Only supervisors trained in accordance with federal regulations may, based upon reasonable suspicion, remove an employee and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity appears impaired. Such observations must take place just preceding, during, or just after the period of the workday that the employee is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

Section 4.3. Required Procedures

The procedures established under Section 4.1 shall require the termination of an employee's employment for refusal to submit to a required test for alcohol or controlled substances.

Section 4.4. Supervisor Training

The Chief Executive Officer and/or designee shall ensure that supervisors are properly trained in accordance with the terms of the applicable law and this policy

Section 4.5. Policy Violations and Disciplinary Sanctions

An employee is subject to disciplinary sanctions under this policy if:

1. The employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy;
2. The employee is tested for drugs or alcohol in accordance with this policy and the results indicate a violation of this policy; and/or
3. The employee refuses to submit to testing under this policy.

Disciplinary sanctions for violations of this policy may include, but are not limited to:

1. Referral to drug and/or alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Referral to appropriate law enforcement officials for prosecution;
4. Removal from safety-sensitive functions;
5. Employment actions, up to and including termination of employment; and/or
6. Any other form of disciplinary sanction deemed appropriate by the School.

600.060 HIRING PRACTICES & CRIMINAL BACKGROUND CHECKS

The governing body ("Board") of New Frontiers Public Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1 New Hires

Section 1.1. Compliance

The Human Resources Representative and/or designee shall ensure compliance with applicable laws and regulations regarding hiring practices of new employees. Any false statements made on an application is grounds for denial or revocation of employment, an employment offer, or volunteering for the district.

Section 1.2. Posting Job Vacancies

The Human Resources Representative and/or designee shall ensure that a job vacancies are posted with ample time and in various venues so that a broad pool of potentially strong applicants may apply for available positions.

Section 2. Criminal Background Checks

The Human Resources Representative and/or designee shall ensure compliance with applicable laws and regulations regarding criminal background checks and fingerprinting process. New Frontiers shall follow the TEC Chapter 22 for school district employee, student teachers and volunteers. Upon notification that an employee or prospective employee has engaged in an offense which legally prohibits that individual

from employment at an open-enrollment charter school, the Human Resources Representative and/or designee shall terminate, or not hire as applicable, that individual.

Section 2.1 Criminal History Record Information (CHRI) – Proper Access, Use and Dissemination Procedures

Purpose

The intent of the following policies is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until such time as the information is purged or destroyed in accordance with applicable record retention rules.

The following policies were developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy. New Frontiers Public Schools, Inc. (NFPS) may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

Scope

The scope of this policy applies to any electronic or physical media containing FBI CJI while being stored, accessed or physically moved from a secure location from New Frontiers Public Schools. In addition, this policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.

Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI, is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

Proper Access, Use, and Dissemination of CHRI

Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

Personnel Security Screening

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have been appropriately vetted through a national fingerprint-

based record check and have been granted access to CJI data. Agencies located within states having passed legislation authorizing or requiring civil fingerprint-based background checks for personnel with access to CHRI for the purposes of licensing or employment shall submit fingerprint-based record check within 30 days of employment or assignment on all personnel with who have direct access to CJI, those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI, and any persons with access to physically secure locations or controlled areas containing CJI. Agencies located within states without this authorization or requirement are exempted from the fingerprint-based background check requirement until such time as appropriate legislation has been written into law.

Security Awareness Training

Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.

Physical Security

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel will have access to physically secure non-public locations. New Frontiers Public Schools will maintain and keep current a list of authorized personnel. All physical access points into the agency's secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

Media Protection

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

The agency shall securely store electronic and physical media within physically secure locations or controlled areas. The agency shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

Media Transport

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. The agency shall protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.

Media Sanitization and Disposal

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI shall be properly disposed of in accordance with measures established by New Frontiers Public Schools.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

- 1) shredding using New Frontiers Public Schools-issued shredders.
- 2) placed in locked shredding bins for private contractors to come on-site and shred, witnessed by New Frontiers Public Schools' personnel throughout the entire process.
- 3) incineration using New Frontiers Public Schools' incinerators or witnessed by New Frontiers Public Schools personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the <Agency Name> methods:

- 1) **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
- 3) **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from New Frontiers Public Schools' control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

Account Management

The agency shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The agency shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or his/her designee to ensure that access and account privileges commensurate with job functions, need-to-know,

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and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

Remote Access

New Frontiers Public Schools shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency-controlled network (e.g., the Internet).

New Frontiers Public Schools shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. New Frontiers Public Schools shall control all remote accesses through managed access control points. New Frontiers Public Schools may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

Personally-Owned Information Systems

A personally-owned information system shall not be authorized to access, process, store or transmit CJI unless the agency has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. When bring your own devices (BYOD) are authorized, they shall be controlled using the requirements in Section 5.13 of the CJIS Security Policy.

Reporting Information Security Events

The agency shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third-party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

Policy Violation/Misuse Notification

Violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20,

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CFR, by any visitor can result in similar disciplinary action against the sponsoring employee and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

Section 2.2 Pre-Employment Affidavit

An applicant for employment as a teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnostician, or school counselor must submit, using a form adopted by the Texas Education Agency, a pre-employment affidavit disclosing whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

An applicant who answers affirmatively concerning an inappropriate relationship with a minor must disclose in the affidavit all relevant facts pertaining to the charge, adjudication, or conviction, including whether the charge was determined to be true or false.

An applicant is not precluded from being employed based on a disclosed charge if New Frontiers Public Schools determines based on the information disclosed in the affidavit that the charge was false.

A determination that an employee failed to disclose information required to be disclosed by an applicant is grounds for termination of employment.

Section 2.3 Optional Termination

New Frontiers Public Schools may discharge an employee if it obtains information of the employee's conviction of a felony or misdemeanor involving moral turpitude that the employee did not disclose to SBEC or NFPS.

Section 2.3 Notification of Arrests, Indictments, Convictions, and Other Adjudications

A NFPS employee shall notify his or her Principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, guilty or no contest plea, or other adjudication of the employee for any felony offense or misdemeanor offense involving moral turpitude.

Section 3. SBEC Reporting Requirements

The Human Resources Representative, or designee, shall ensure compliance with reporting laws and regulations regarding employee termination and background checks. If the open-enrollment charter school learns of criminal history outside of the clearinghouse background check, the Superintendent, or designee, must notify SBEC. Additionally, if an educator is terminated for or resigned due to inappropriate behavior, including being involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor, the Superintendent, or designee, shall notify SBEC.

600.080 COMPENSATION

The governing body ("Board") of New Frontiers Public Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Fair Labor Standards Act (FLSA) Compliance

Section 1.1. Designation of Work Week

For purposes of the FLSA, the board generally designates the 40 hour work-week for employees as Sunday at 12:00 am through Saturday at 11:00 pm.

The Board authorizes the Chief Executive Officer to designate separate work weeks for specific school personnel such as, but not limited to, the school maintenance staff.

Section 1.2. Classification of Employees.

The Human Resources Representative and/or designee shall determine the classification of employees as “exempt” or “nonexempt” for purposes of FLSA compliance.

Section 1.3. Permission Required to Work Overtime

Nonexempt employees may only work over 40 hours per week if they have received prior approval from their supervisor.

Section 2. Compensation Plans for School Employees

The Chief Executive Officer and/or designee shall recommend for Board approval compensation plans for all categories of charter school employees including salary schedules, stipends, benefits, incentives or other components determined appropriate by the Chief Executive Officer.

The Human Resources Representative shall administer the compensation plan in a manner consistent with the annual budget adopted by the Board.

District Awarded Stipends: New Frontiers reserves the right to retain a percentage of stipends for school operations.

Section 3. Wage Overpayment / Underpayment

New Frontiers Public Schools strives to take all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays. In the unlikely event that there is an error in the amount of pay, the employee shall promptly bring the discrepancy to the attention of his or her supervisor so that corrections can be made as quickly as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage deduction authorization agreement authorizing such a deduction upon employment with New Frontiers Public Schools. Such authorization agreement is valid for the duration of the employment relationship.

Section 4. Expense Reimbursement

The Director of Finance and/or designee shall designate allowable expenses for expense reimbursement when employees incur expenses that are pre-approved and related to their work assignments. Employees shall be required to submit accurate documentation of the expenses for which reimbursement is sought.

Section 5. Employee Evaluations

A formal written performance evaluation will be conducted at the end of the employee’s introductory

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period by the employee’s direct supervisor. Additional formal performance evaluations will be conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Certified Teachers will be evaluated using the commissioner-recommended appraisal process – Texas Teacher Evaluation and Support System - T-TESS. There are five performance levels under T-TESS: distinguished, accomplished, proficient, developing and improvement needed.

School-wide performance evaluations (for instructional assistants, non-teaching and non-Principal positions) are scheduled annually. New Frontiers Public Schools awards merit-based adjustments in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process and the School’s financial standing.

Section 6. Merit Increases and Bonus/Incentive Parameters

Merit increases and/or bonuses/Incentives may be awarded to all NFPS employees provided that the funds have been allocated as part of the NFPS Board approved budget. Monies may be awarded in December and/or June as a percentage of an employee’s annual salary, as indicated in the charts below:

Section 6.1. Non-Instructional Salary Staff and Instructional Salary Staff

Non-Instructional			Professional Educators / Instructional Assistants		
Outstanding	2.75%	3%	Distinguished	2.75%	3%
Exceeds Expectations	2.25%	2.5%	Accomplished	2.25%	2.5%
Meets Expectations	1.75%	2%	Proficient	1.75%	2%
Needs Improvement	1%	1.5%	Developing	1%	1.5%
Unacceptable	0%	0%	Improvement Needed	0%	0%

Section 6.2. Non-Instructional Employees

Non-Instructional employees consist of: district, custodial, kitchen, health, and transportation department. Hourly employees may receive merit increases and/or merit bonuses/incentives (one-time payouts) commensurate to their performance evaluation.

Section 6.3. Cost of Living Adjustment (COLA)

A cost of living adjustment may be awarded as a salary or one-time payout bonus/incentive by the Board of trustees. This action requires board approval.

Section 6.4. Salary Caps for Positions

The governing board of NFPS has the authority to set salary caps on positions in the best interests of the school/district. Salary caps may be established each school year prior to the offering of salary agreements to employees for the following school year. Teacher/Nurse, Instructional Assistance, Office, Kitchen, Custodial, and Transportation staff salary cap will be determined on the yearly salary scale.

Non-TEA approved RN experience accepted by New Frontiers can also be credited “one for one” on a

limited basis, meaning that no more than ten (10) years of non-school, will be credited toward salary placement.

Section 6.5. Delegation of Authority and Responsibility for Budget

The Chief Executive Officer shall use the parameters approved by the governing board of NFPS in order to prepare an effective and efficient budget for personnel costs that will be included in the overall school budget presented to the governing board before the start of each new school year.

The governing board of NFPS hereby delegates to the Chief Executive Officer the authority to set employee compensation within the parameters established above. The Chief Executive Officer is also delegated the authority to institute the salary caps on positions as established by the governing board.

600.100 TRAINING: CAMPUS ADMINISTRATION & BUSINESS OFFICERS

The governing body (“Board”) of New Frontiers Public Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1: Documenting Compliance

The governing body (“Board”) of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Each campus administrative officer and business manager shall comply with and keep accurate records concerning his or her compliance with the commissioner of education rules governing training requirements.

Section 2: Staff Development

The Human Resources Representative or designee will adopt a policy to provide annual training on suicide prevention for all new staff and a schedule for returning staff to renew their training in line with rules adopted by TEA.

600.120. IMMUNITIES

The governing body (“Board”) of New Frontiers Public Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Exhaustion of Administrative Claims

Prior to filing a lawsuit against a professional employee hired by New Frontiers Public Schools, Inc. potential claimants shall exhaust administrative remedies in accordance with state law.

Administrative remedies must be pursued through the Board’s grievance process set forth in Board Policy 300.120.

Section 2. Written Notice of Legal Claims

Written notice of a potential legal claim against a professional employee of the New Frontiers Public Schools, Inc. shall be provided in accordance with state law and shall be mailed or hand-delivered to the employee’s attention at the charter school’s administrative office at the following address:

138 Fair Avenue
San Antonio, TX 78223

600.140 RETIREMENT AND HEALTH BENEFITS

The governing body (“Board”) of New Frontiers Public Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Compliance

The Human Resources Representative and/or designee shall administer this policy in compliance with all applicable laws and shall ensure that school records pertaining to each employee’s retirement and health benefits are current and accurate.

Section 2. Health Benefits

New Frontiers Public Schools Inc. elects to provide health benefits through a private carrier.

All health claims and coverage decisions are final as determined by the school’s selected carrier.

Section 3. COBRA Notification

The Human Resources Representative and/or designee shall notify employees of their potential rights under COBRA upon separation from employment with the school, whether for voluntary or involuntary reasons.

Section 4. Local Benefits

New Frontiers Public Schools Inc. offers the following additional employment benefits for its employees: Please see the current Employee Handbook for details.

Section 5. Workers Compensation Benefits

It is the policy of New Frontiers Public Schools Inc. to provide workers’ compensation insurance.

The Human Resources Representative and/or designee shall notify employees of its coverage decisions in accordance with state law.

600. 160. TEACHER AND PARAPROFESSIONALS CREDENTIALS & QUALIFICATIONS

The governing body (“Board”) of New Frontiers Public Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Compliance

The Human Resources Representative shall ensure that each teacher employed by the New Frontiers Public Schools Inc. is properly credentialed and qualified as required by state and federal law. Further, the School Principal shall ensure that the appropriate notices are sent to parents concerning the credentials and qualifications of the student’s teachers.

The Human Resources Representative shall ensure that each paraprofessional performing instructional duties must meet one of the following requirements:

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- Complete at least two years of study at an institution of higher education – 48 hours of college coursework;
- Possess and associate’s (or higher) degree;
- Paraprofessional Certificate – formal state or local academic assessment.

Section 2. Local Requirements for Teaching Credentials and Qualifications

In addition to the federal and state requirements, the Board directs the Chief Executive Officer to hire/make a good faith effort to hire teachers with the following credentials and qualifications:

- (a) All teachers of record in core subject areas must hold a baccalaureate degree and a Texas Teacher Certificate.

600. 180. EMPLOYEE LEAVES AND ABSENCES

The governing body (“Board”) of New Frontiers Public Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Definition

For purposes of this policy, “instructional staff” includes full time employees who work as campus principals, classroom teachers, teacher aides, counselors, and providers of special education services.

Section 2. Administration and Compliance

The Human Resources Representative and/or designee shall administer this policy in compliance with all applicable laws and shall ensure that school records pertaining to each employee’s leaves and absences are current and accurate.

Section 3. Family Medical Leave

The Family and Medical Leave Act (FMLA) provides eligible employees with unpaid leave for certain family and medical reasons during a 12-month period. During this leave, employees are entitled to continue group health plan coverage as if they had continued to work. At the end of the leave, subject to some exceptions, employees generally have the right to return to the same or an equivalent position, equivalent pay, benefits and working conditions.

An “eligible employee” is one who:

1. Has been employed by NFPS District for at least 12 months (which need not be consecutive);
2. Has been employed by NFPS District for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and
3. Works at a NFPS District facility where at least 50 employees are employed within 75 miles.

Section 3.1. Maximum Amount of FMLA Leave Within a 12-Month Period

Except in the case of military caregiver leave, an eligible employee’s FMLA leave entitlement is limited to a total of 12 workweeks of leave during a 12-month period for any one or more of the qualifying reasons.

Spouses who are employed by NFPS District may be limited to a combined total of 12 workweeks of leave during any 12-month period if the leave is taken for birth of a son or daughter, the placement of a

child for adoption or foster care, or to care for a parent with a serious health condition. Each spouse may be entitled to additional FMLA leave for other FMLA-qualifying reasons, but not more than a total of 12 workweeks per person.

Section 3.2. 12-Month Period

For purposes of FMLA leave, the 12-month period for leave is determined as the 12-month period following the employee’s employment anniversary date.

Section 3.3. Concurrent Use of Leave

It is the policy of New Frontiers Public Schools Inc. for an employee’s paid leave, and/or workers’ compensation leave to be used concurrently with FMLA leave.

SECTION 4. Local Leaves and Absences

Section 4.1. Local Vacation Leave

Paid vacation leave shall be awarded by the following classes of charter school employees schedule set forth below. An employee shall use local vacation leave while using unpaid extended leave such as FMLA leave.

Vacations days per year:

12 Month Employees 0 – 4 years of service	10
12 Month Employees 5 – 10 years of service	15
12 Month Employees 11 + years of service	20

Section 4.1.1. Limit on Vacation Leave

All vacation days awarded by September 1st in one school year must be used by July 31st. Supervisors have the flexibility to approve vacation time in August. It is recommended that vacation time be used throughout the school year. Vacation leave does not accumulate beyond these limits, unless previously approved by the Board. Unused vacation will be paid out for terminations during the school year after November.

Section 4.1.2. Pre-Approval Required

Use of vacation leave must be preapproved by the employee’s supervisor.

Section 4.1.3. Vacation Leave ordinarily may not be taken on the first day of school, on the last of school, during the administration of state assessments, during the administration of local benchmarking assessments, on days immediately before or after Spring Break, or on days immediately before or after Winter Break, but each employee’s supervisor is authorized to make exception to this policy as he or she determines appropriate to accommodate the employee without compromising the interests of the students.

Section 4.2. Local Personal Days

Each employee is entitled to 6 days of paid personal days per year. Personal leave may be used for illness, illness of an employee’s family member, personal and family medical appointments, and other personal reasons as determined by the employee. Personal leave does not accumulate.

Personal days:

12 Month Employees	6
10 Month Employees	6

Section 4.3. Other Leave

The charter school offers the following additional types of leave for its employees: Please see current Employee Handbook for details.

Section 5. Extended Absences from Duty

Section 5.1. Abandoning Work

An employee who misses three days of work without directly notifying the employee’s supervisor is considered to have abandoned the employee’s position and will be terminated from employment unless extenuating circumstances exist as determined by the Chief Executive Officer and/or designee.

Section 5.2. Returning to Work from Extended Leave

Reinstatement

The reinstatement of an employee returning from extended leave such as family medical leave, military leave, or workers’ compensation leave is a high priority for New Frontiers Public Schools Inc.

Reinstatement to an equivalent position will be determined on a case-by-case basis by the CEO/Superintendent and/or designee based on the following factors relating to the best interests of the school and its students:

- a. the applicable laws, policies, and practices governing the employee’s absence from duty;
- b. for instructional positions, the time of year, the students’ academic and behavior progress, the proximity of school and/or student holidays, the proximity of student testing, and additional similar factors relating to the academic and behavioral success of the students;
- c. whether the employee is a key employee;
- d. the school’s legal obligations to other employees;
- e. the employee’s ability to perform the essential functions of the job with or without reasonable accommodation;
- g. the impact of reinstatement on the academic, fiscal, or other operations of the school.

Section 5.3. Pay Increases

Employees returning to their prior employment positions from extended leave such as family medical

leave or workers' compensation leave are entitled to any cost of living increases that were awarded during the employee's absence from duty. Unless legally required otherwise, returning employees will be entitled to any pay increases that were awarded based on seniority, length of service or work performance.

Section 6. Attendance

New Frontiers Public Schools expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and arriving and leaving at the scheduled time as essential functions of their jobs.

600. 190. COMPLAINTS BY SCHOOL EMPLOYEES

The governing body ("Board") of New Frontiers Public Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Process for Employee Complaints

Employees of New Frontiers Public Schools Inc. who have a complaint about their terms or conditions of work are encouraged to resolve their concerns informally with their co-workers and/or supervisors at the lowest level possible. If the employee is not satisfied with the outcome of the informal resolution, then the employee may file a formal complaint in accordance with the grievance process set forth in Board Policy Section 300.120.

Section 2. Exception for Sexual Harassment Complaints

All formal complaints by charter employees must be pursued in accordance with the process set forth in Board Policy 300.120 unless the complaint is a sexual harassment complaint filed by an employee against the employee's supervisor. Under these circumstances, the employee shall present his or her Level 1 complaint to the school's Principal and/or designee who will designate another supervisory level employee to hear and respond to the Level 1 grievance. If the Principal and/or designee does not reach a decision that is satisfactory to the employee, then the employee may appeal the decision to Levels 2 and 3 as delineated in Board Policy Section 300.120.