

RUSK INDEPENDENT SCHOOL DISTRICT



Required Information for District Employees: Employee Policies, T-TESS, 403(b) Universal Availability, and District Expectation of Ethical Behavior and Fraud Awareness and Reporting

Instructions: Rusk ISD is providing online access via the Rusk ISD website to information that is required to be distributed to employees. Noted in **bold** are the employee ‘groups’ that Rusk ISD is required to provide the various policies listed. To find the links listed below, please go the Rusk ISD website www.ruskisd.net page go to Staff, Employee Information, Required Information for all RISD employees. Open the document and click on the areas as directed in the following paragraphs.

All Employees: Rusk ISD is required to distribute the policies listed below. Information on discrimination, harassment, retaliation, bullying, child abuse and neglect, and drug-free workplace is included. These policies are being provided to each employee. From the website, click the links to review the following required policies:

<u>Topic</u>	<u>Policy</u>	<u>Required Distribution</u>
Discrimination, harassment, and retaliation	DH , DIA (LEGAL) , DIA (LOCAL) , FFH (LEGAL) , FFH (LOCAL) , FFH (EXHIBIT) , FB , FO	Annual
Bullying	FFI (LOCAL)	Annual
Child abuse and neglect	BQ (LEGAL) , DH (LOCAL) , DH (EXHIBIT) , FFG (LEGAL) , FFG (LOCAL) , FFG (EXHIBIT) , GRA (LEGAL) , GRA (LOCAL)	Annual
Food Service Charge Policy	CO (LOCAL)	Annual
Drug-free workplace	DH (LOCAL)	New Employees

403(b) Universal Availability

School districts are required by the Internal Revenue Code Section 403(b)(12)(A)(ii), also known as the “universal availability” requirement, to inform all employees that they are eligible to participate in our group’s 403(b) plan through salary deferral. Additional information to establish a 403(b) salary deferral can be found at <http://www.mybenefitshub.com/ruskisd> under FINANCIAL PLANNING, Brochure.

District Expectation of Ethical Behavior and Fraud Awareness and Reporting

The Rusk ISD Board of Trustees and Superintendent are committed to maintaining public trust and the financial integrity of the District. All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. The District prohibits fraud and financial impropriety. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Teachers and Administrators: From the website, click the links to review the following required discipline information:

1. [Education Code 37](#) – Sections 37.001 through 37.021 deals with student discipline.
2. Rusk ISD Policy FN (LOCAL) and FO (LOCAL) [series](#).

(District Student Code of Conduct and Student Handbook are available at each campus’ link)

More information on reverse side of this sheet.

All Teachers: From the website, click the links to review the following required information:

1. [T-TESS Teacher Handbook](#)
2. **Term Contract Employees:** From the website, click the links to review the following policies:

Policy Code	Policy Title		Policy Code	Policy Title
DAA	Equal employment opportunity		DFE	Resignation
DAB	Genetic nondiscrimination		DFF	Reduction in force
DBAA	Criminal history and credit reports		DFFA	Reduction in force due to financial exigency
DBD	Conflict of interest		DFFB	Reduction in force due to program change
DC	Employment practices		DG	Employee rights and privileges
DCB	Term contracts		DGBA	Employee complaints/grievances
DEA Series	Salaries and wages: incentives and stipends		DH DHB	Employee standards of conduct Reports to state board for Educator Certification
DEAA	Incentives and stipends		DHE	Searches and alcohol/drug testing
DEAB	Salaries and Wages		DI	Employee welfare
DEC Series	Leaves and absences			
DECA	Family and medical leave		DIA	Freedom from discrimination, harassment, and retaliation
DECB	Military Leave			
DF	Termination of Employment			
DFAA	Suspension/Termination during contracts		DK	Assignment and schedules
DFAB	Termination at end of year		DN Series	Performance appraisal
DFAC	Return to probationary status		DNA	Evaluation of Teachers
DFBA	Suspension/Termination during contracts		DNB	Evaluation of Other Professional Employees
DFBB	Term Contracts: Nonrenewal			
DFD	Hearings before hearing examiner			

Note: If a "series" is indicated, view all documents with a policy code identifier that begins with the two or three letters shown.

Rusk ISD encourages all employees to review the above policies and information on an annual basis. If you cannot access the website or feel you need a hard copy of these policies, please contact Human Resources at Ext. 1002. Questions about any of the policies can be directed to Central Office.