

# ARANSAS PASS ISD

## EMPLOYEE HANDBOOK ADDENDUM



2012 – 2013

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## **What is a Customer?**

**A customer is the most important person in any business**

**A Customer is not dependent on us**

**We are dependent on the Customer**

**A Customer is not an interruption of our work**

**A Customer is the purpose of it**

**A Customer does us a favor by coming in**

**A Customer is not just money in the cash register**

**A Customer is a person who comes to us with needs and wants**

**It is our job to fill them**

**A Customer deserves the most courteous attention we can give**

**A Customer is the lifeblood of this and every business**

**A Customer pays your salary**

**Without that Customer we would have to close our doors**

**Don't ever forget it.**

## **Duty Times and Duty Areas**

The building principal will be responsible for being in the building to assist and supervise any student reporting to or leaving school by bus. The expected time on duty is 8 hours per day. Campus principals are expected to schedule clerical and paraprofessional staff for 8 hours per day. Other staff members are subject to regulations of school board policy.

The building principal may assign teacher duty prior to the reporting time. Teachers are to report to their rooms so that any student may have the opportunity for special assistance. It is the responsibility of the principal to see that the teacher is available to assist the student. The principal should provide notice to the faculty of any change in duty time prior to the arrival of any teacher and to make sure substitutes are notified if they are to be on duty. It is the responsibility of the principal to see that all personnel adhere to the scheduled working hours. Staff members should report to work at 7:45 a.m. and may leave work at 4:15 p.m. Staff members may leave work **15 minutes after student dismissal on Fridays.**

Teachers may leave campus during their conference period for school business. Teachers desiring to leave the building for other purposes must have approval of the principal. All staff should sign out in the main office prior to leaving and sign in upon returning to campus.

Teachers of career technology programs may have freedom to move from project to project while supervising the work of students. The purpose of this program is to supervise, not perform personal duties. All personnel are expected to be at the campus / work site during the work day.

**Central Office** and the **Technology Department** will be on duty Monday through Thursday 8:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. to 4:00 p.m.

## **PTSA**

Teachers and staff are encouraged to join and participate in the parent / teacher organization on their campus.

## **Administrative Schedule**

It is important that the staff and students have an administrator on campus and especially at the start of the school day. An administrator needs to be on campus before the staff reports for the day. In nearly all cases each campus can have an administrator on duty on a rotation basis and this should cause little problems for the administration.

Along with this, it is important that an administrator be on cafeteria duty as we need a positive appearance of the administrative staff.

In the event the principal should be out for the day, the office of the Superintendent must be notified of the absence. The office of the Superintendent will make a special attempt to visit the campus during the time of absence.

### **Administrator / Director Off Campus**

When an Administrator / Director is away from the building for an extended period of time, the immediate supervisor should be notified by email or phone.

When the principal leaves the building for any reason, the secretary of the building must be notified as to the destination, method of contact, and projected time away from the building. Principals shall contact the Superintendent's Office to report their absences.

### **Professional Attire**

It is the responsibility of the campus administrator to see that the staff dress is professional. Although an exception may be necessary for various reasons on occasion, all staff members are expected to dress professionally. If a change in dress is needed, it must be addressed immediately and not overlooked until the following day.

The public will expect more from our staff in appearance as we expect more from our students. We must be aware of our staff and its appearance to the public.

### **Employee Dress Code**

ARANSAS PASS ISD employees are role models for our young people. As educators, our commitment to excellence is reflected in our practices, actions, and appearance. One of our responsibilities is to teach our young people community values, proper grooming and hygiene.

ARANSAS PASS ISD employees' professional attire is to be neat, clean, and appropriate for their assignments. The District's standards for dress apply to all employees of the school district, including full and part-time staff members, and substitute teachers. The following guidelines have been developed to answer any questions.

NOTE: Body piercings (other than ear piercing) should be removed while on campus or present at school events. Any visible tattoos must be covered while on campus or present at school events.

### **Guidelines For Men**

Male employees may have neatly trimmed mustaches and beards. The other facial area must be clean shaven. Male employees should wear collared shirts, such as polo style, oxford style or dress shirts, and these may be long or short sleeved. Turtlenecks are also acceptable, but these would preferably be worn with a sport coat or jacket. All shirts should be worn tucked in.

Acceptable sweater styles include pullover and cardigan styles.

**Unacceptable types of shirts include T-shirts other than Spirit T-shirts, sweatshirts, or banded-bottom shirts.** Tailored dress slacks or business casual (Dockers style) pants in a fabric other than denim are considered appropriate for the workplace. If the pants have belt loops, a belt should be worn.

**Sweatpants, wind pants, warm-ups and cargo style pants are not considered appropriate for the workplace.** Shorts may be worn only in P.E. or athletic classes. Only coaches who have athletic classes intermittently throughout the day or prior to teaching a class may wear wind pants while in the regular classroom.

**Jeans are acceptable only on days designated by the principal and are expected to be worn with spirit shirts.** Jeans worn to work are expected to fit appropriately. Jeans are not to have tears, or show signs of excessive wear.

**Acceptable footwear** includes dress shoes or casual shoes, such as leather-like, suede or loafer styles. Boots are also acceptable. **Croc-like footwear and flip-flops are not acceptable.** Men should not wear sandals to work during instructional school days. Coaches who have athletic classes prior to teaching a class may wear athletic shoes in the regular classroom.

### **Guidelines For Women**

Female employees' clothing should convey a professional image by being coordinated, modest, and appropriate for a business setting. Collared or uncollared shirts and tops may be pullover or button style. Shirts and tops that are not made to be worn out (i.e. shirts or tops with a tail) should be tucked in. With regard to sleeve length, sleeveless shirts, tops and dresses are acceptable for the workplace. Although not required, it is recommended that sleeveless shirts, tops and dresses are worn under a jacket or a shirt jacket. Low-cut tops or shirts that reveal cleavage or the midriff should never be worn to work. Tight –fitting or revealing garments are not acceptable.

In addition to tailored or business casual pants, pant sets and business pant suits, women may also wear cropped dress pants when they are worn as part of a suit or a coordinated outfit. Any fabric other than denim is acceptable; “low-rise” or “hip-hugger” pants are not appropriate for the school setting.

Women's skirts and dresses should be of a modest, professional length, at the knee or longer. Skirts (or any clothes) that are too tight, too short, or too revealing are not appropriate for the workplace. Sweatpants, wind pants, warm-ups, and skorts are also unacceptable. Leggings may be worn with a professional length dress or skirt. Shorts may only be worn in P.E. or athletic classes as appropriate. Only coaches who have athletic classes intermittently throughout the day or prior to teaching a class may wear wind pants while in the regular classroom.

**Jeans are acceptable only on days designated by the principal as “Spirit Day”.** Be sure that jeans worn to work fit appropriately, are not torn, and do not show signs of excessive wear. “Low-rise” or “hip-hugger” jeans that prevent modesty are not acceptable.

Shoes are a part of professional dress and can help to project a business image. **Appropriate shoes** include dress shoes or pumps; leather-like, suede, or loafer-style shoes; and boots. Closed-toed mule or closed-toed slide styles are also acceptable. Casual sandals are not appropriate, but an open-toed shoe with a dress appearance and a dress heel is acceptable.

Tennis or athletic shoes are acceptable only on jean days at the discretion of the principal. **Croc-like footwear, flip-flops and stiletto heels are not acceptable.** Coaches who have athletic classes intermittently throughout the day or prior to teaching a regular class may wear athletic shoes in the regular classroom.

**Exceptions to the Guidelines are as follows:**

- Physical education, athletic, OT/PT, and band staff may choose to wear appropriate uniforms approved by the administration, during the specified instructional period.
- Instructors in career and technology courses may wear clothing and footwear appropriate for the activity during the instructions period. Safety is the primary goal when determining professional dress for these employees.
- Instructors conducting special activities such as field trips, and the like may wear clothing or footwear appropriate for the activity with the approval of the supervisor.
- Employees in maintenance, custodial, transportation, food service, network services, and grounds shall comply with all standards in their department. Jeans are acceptable if they fit appropriately, are not torn and do not show signs of excessive wear. Low-rise, “hiphugger”, or sagging jeans that prevent modesty are not acceptable.

# Employee Handbook Addendum Receipt

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Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Aransas Pass ISD Employee Handbook Addendum. I agree to read the addendum and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook addendum in electronic format or hard copy.

***[www.apisd.org/about/employee/employee\\_handbook\\_1213.pdf](http://www.apisd.org/about/employee/employee_handbook_1213.pdf)***

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook addendum in electronic format and accept responsibility for accessing it according to the instructions provided.
  
- I choose to receive a hard copy of the employee handbook addendum.

The information in this addendum is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this addendum.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this addendum.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to your supervisor.