

3000 - 3999 PERSONNEL

3000 PRINCIPAL/TEACHER-SCHOOL BOARD RELATIONSHIP

The principal and teacher are Texas Conference employees. A congenial working relationship between teachers, pastors, and School Board members fosters a healthy climate for Adventist education. The principal shall be present at each School Board meeting, to report progress, changes, and needs of the school. The principal shall also report to the School Board the behavior of students that may be a detriment to the standards and progress of the school. The principal and School Board chair shall prepare the agenda for the School Board meeting.

3005 PROFESSIONAL RELATIONSHIPS – GRIEVANCE POLICY

In working closely with one another sometimes conflicts arise. These conflicts shall not be disclosed or discussed with the school community or the local school board members. The following procedures shall be followed in dealing with such issues (Form 8058-A):

1. The Biblical model should be followed found in Matthew 18:15-17.
2. First, the individuals should endeavor to work with each other to resolve the conflict.
3. If the conflict is not resolved, the individuals should appeal to the principal for intervention.
4. Next, the principal and/or the individuals should consult with the TXOE.
5. Finally, if conflict is not able to be resolved, the individuals may need to be reassigned.

3008 ACADEMIC FREEDOM

As a representative of a religious educational system, the educator must remember that the public's/constituent's view of the institution and of the church may be strongly influenced by what he/she says or writes. For the educator to ignore his/her professional position, or to abuse it to the detriment of his/her profession, institution, or church would be irresponsible and a breach of professional ethics.

FREEDOM TO TEACH - The teacher will responsibly conduct his/her professional activities, present the subject matter professionally, respect the opinions of others, and exercise appropriate restraint. As a specialist of a particular field, the teacher is entitled to discuss a subject openly and honestly but always with discretion. It does not give license to express controversial opinions on subjects contrary to the doctrines of the Seventh-day Adventist church. The teacher will be held accountable for his/her teaching.

The historic doctrinal position of the Seventh-day Adventist church has been defined by the General Conference in session and is published in this document under the title of, "Fundamental Beliefs."

It is expected that a teacher in one of the church's educational institutions will not teach contrary to those fundamental truths. Teachers who hold views in conflict with the published "Fundamental Beliefs" will not present their ideas to students or in public forums without first consulting with the TXOE. The teacher will exercise discretion in presenting concepts that may threaten church unity.

3143 TWELVE-MONTH CONTRACTS

Twelve-month contracts may be given to a principal of a school with four (4) or more conference contract teachers.

Southwestern Union Conference K-12 Salary Scale For Texas Conference

Salary Base = \$4,433 (July 1, 2017 - June 30, 2018)

Percent			Years of Teaching & Certification			10-Month Employment			12-Month Employment	
Step	12 Month	10 Month	B	S	P	Month	Year		Month	Year
-II	60	91				2,420	29,040		2,660	31,920
-I	75	91				3,026	36,312		3,325	39,900
I	83	91	1			3,348	40,176		3,679	44,148
	84	91	1			3,389	40,668		3,724	44,688
	85	91	1			3,429	41,148		3,768	45,216
II	85	91	2			3,429	41,148		3,768	45,216
	86	91	2			3,469	41,628		3,812	45,744
	87	91	2			3,510	42,120		3,857	46,284
III	87	91	3		U	3,510	42,120		3,857	46,284
	88	91	3			3,550	42,600		3,901	46,812
	89	91	3			3,590	43,080		3,945	47,340
IV	90	91		4	C	3,631	43,572		3,990	47,880
	91	91		4		3,671	44,052		4,034	48,408
	92	91		4		3,711	44,532		4,078	48,936
V	93	93		5	1 - 3	3,834	46,008		4,123	49,476
	94	93		5		3,875	46,500		4,167	50,004
	95	93		5		3,917	47,004		4,211	50,532
VI	95	93		6		3,917	47,004		4,211	50,532
	96	93		6		3,958	47,496		4,256	51,072
	97	93		6		3,999	47,988		4,300	51,600
	95	91			4	3,832	45,984		4,211	50,532
	96	91			4	3,873	46,476		4,256	51,072
	97	91			4	3,913	46,956		4,300	51,600
VII	97	93		7-9	5	3,999	47,988		4,300	51,600
	98	93		7-9		4,040	48,480		4,344	52,128
	99	93		7-9		4,081	48,972		4,389	52,668
	97	95		10+		4,085	49,020		4,300	51,600
	98	95		10+		4,127	49,524		4,344	52,128
	99	95		10+		4,169	50,028		4,389	52,668
VIII	99	93			6	4,081	48,972		4,389	52,668
	100	93			6	4,123	49,476		4,433	53,196
	101	93			6	4,164	49,968		4,477	53,724
IX	102	93			7-9	4,205	50,460		4,522	54,264
	102	95			10+	4,296	51,552		4,522	54,264

Wage Scale Application

- When an experienced teacher is hired who has a state certificate or has had denominational certification, but is lacking courses for current Standard or Professional denominational certification, the teacher shall be placed on the wage scale one increment below the denominationally certified teachers with the same level of education and experience.

Such a teacher will be given a maximum of three years to complete the certification requirements. If the work is not completed in three years, then the wages will be adjusted downward one increment per year of teaching until certification is achieved.
- A teacher with a BS/BA degree who has not qualified for Basic, Standard, or Professional certification will be on Step-I of the salary schedule.
- A teacher who does not have at least a bachelors degree will be on Step-II of the salary schedule.
- Although a final decision is left to the employing organization, it is recommended that experience credit be given for all years of teaching, both public and private.
- Teachers who allow denominational certification to lapse will have their salary reduced one step on the salary schedule each year they are employed without a valid denominational certificate.
- A principal of an elementary school or junior academy may receive an additional 2% (i.e. 137% + 2% of wage factor = 139%) and a head teacher of a one-, two-, or three-teacher school, an additional 1%. The maximum for anyone is Step IX of the salary schedule.
- The maximum for a senior academy principal with a denominational administrators certificate is Step-IX. However, a monthly Administrative Budget may be granted to academy principals, based on area travel per policy plus an administrative allowance of an additional 22 percent of the area travel amount for boarding academies and an additional 12 percent for day academies.

3145 TRAVEL ALLOWANCE

Conference hired principals may receive a monthly travel allowance. Travel allowance formula: Travel budget base is 1,000 miles times the mileage rate equals the monthly travel budget, rounded up to nearest \$5.00.

Principal of a school:

1-3 teacher school	10% of base rate
4-8 teacher school	20% of base rate
9+ teachers school	40% of base rate
Full K-12 Program/Academy Program	100% of base rate

Conference hired academy treasurers may receive a monthly travel allowance at the rate of 50% of the full travel budget. (TXBOE 2007)

3147 CAREER ENRICHMENT ALLOWANCE (TXBOE 2006)

The Career Enrichment Allowance is solely and exclusively for the benefit of full-time, Texas Conference hired teachers. (See website, texasadventist.org)

3153 WORKER’S COMPENSATION

The Texas Conference provides worker’s compensation insurance for all employees. If an employee is injured while working, it must be reported within 24-hours of the incident to the Texas Conference Treasury Department. The Treasury Department should be consulted for instructions on how to submit written claims.

Any funds obtained from worker’s compensation, due to loss of wages, must be returned to the Texas Conference if the Conference has continued to pay full salary.

3154 UNEMPLOYMENT COMPENSATION

The Texas Conference is not required to participate in unemployment compensation for its employees. Therefore, employees that are terminated are not eligible to collect unemployment benefits. The Texas Conference participates in a termination plan for employees whereby they receive termination benefits depending on the number of years of service.

3260 SERVICE RECORDS

1. The Texas Conference is responsible for obtaining and keeping a service record for each employee. The record is kept on a standard form prepared by the General Conference and is stored in a fireproof cabinet. The Office

of Education keeps all service records on elementary and secondary teachers and principals.

2. When an employee is transferred from one denominational organization to another, the employing organization makes a copy of the service record for its files and forwards the original copy to the new employing organization.
3. When an employee discontinues denominational service for other than retirement reasons, the employing organization shall record appropriate documentation relating to the employee's discontinuance of service and particulars of any financial settlement. This documentation shall be made on the original copy of the service record and shall be kept in an appropriate file.
4. When an employee who is eligible to receive benefits from the Retirement Fund retires permanently from denominational service, the service record will be forwarded to the Texas Conference Secretary along with the retirement application.

3262 TEACHER PHYSICALS

Each new teacher is required to have a TB test or proof of immunization as part of the hiring process. This is a reimbursable expense.

3264 ANNUAL LEAVE/SICK LEAVE POLICY

Leave

The Texas Conference Office of Education makes provision for leaves involving illness, pregnancy/maternity, paternity, adoption, bereavement, personal reasons, professional growth, and jury duty. Leaves for any other purpose must be approved by the TXOE. Under no circumstances shall the teacher directly pay the substitute teacher. All substitute pay must be processed through the Texas Conference payroll.

Leave/Sick Leave Bank

Sick Leave Bank refers to an accumulated sick leave. Texas Conference contracted teachers may carry over up to ten days of paid leave to be deposited into their Leave/Sick Leave Bank. The maximum amount of paid leave/sick leave a conference teacher may accumulate at any given time is limited to 30 workdays.

A. Annual Sick Leave

1. Accrue up to a maximum of 20 paid sick leave workdays.
2. The employing organization will consider additional unpaid leave on an individual basis, and only in unusual circumstances.

3. Absences must be reported as early as possible to the principal or superintendent. When an employee intends to take sick leave for medical care or treatment that is reasonably foreseeable, then the employee should give the principal or superintendent at least 30 days notice of the employee's intent to take leave, so that a substitute teacher may be obtained. If 30 days notice is not practicable, then the employee should give as much notice as possible, but in no event later than the day before the leave is scheduled to commence. If the leave is not foreseeable, then the employee should give as much notice as possible, but in no event later than one hour before his/her workday is scheduled to commence.
4. Illness that necessitates absences of more than three consecutive working days should be documented by a health care professional.
5. A maximum of three days of employee sick leave may be used to care for illness/injury of immediate family members. The immediate family is defined as the parents, brothers/sisters, children, grandchildren, and the grandparents of either the employee or spouse.
6. Elective medical, dental, or surgical appointments should be scheduled so as not to interfere with the regular work schedule. If this is impossible, the time shall be considered sick leave.
7. In the case of a work-related accident that is covered by Worker's Compensation Insurance, full pay less compensation pay will be granted up to the limits of short-term disability, commencing from the date of injury.
8. A full-time employee who becomes disabled may be eligible for the Employee Disability Income Plan. Information may be obtained from the Treasury Department.

B. Pregnancy/Maternity Leave/Adoptive Leave

Paid pregnancy/maternity/adoptive leave will be granted up to 30 banked working days for the mother and substituted for unpaid Family and Medical Leave Act (FMLA) leave. To qualify for leave, the employee agrees to have all of their paid banked sick days depleted.

C. Paternity Leave

Paid paternity leave of up to three working days will be granted to an employee from the Annual Leave/Sick Leave Bank, and substituted for unpaid FMLA leave.

D. Bereavement

1. A leave of up to three working days with no loss of salary or Annual Leave/Sick Leave Bank may be granted to an employee in the case of

death in the immediate family. The immediate family is defined as the parents, brothers/sisters, children, grandchildren, and the grandparents of either the employee or spouse. Additional days will be counted against the Annual Leave/Sick Leave Bank, if approved by the organization, at the organization's discretion. In unusual circumstances, additional unpaid time may be granted at the discretion of the employing organization.

- a. Cases involving other near of kin shall be evaluated on an individual basis by the employing organization.
- b. Travel costs, incurred as a consequence of bereavement leaves, are borne by the employee.

E. Personal Leave

By approval of the immediate administrator and with adequate notice to secure a qualified substitute, a teacher may request leave for personal reasons. Two working days per school year will be granted with pay, and will be charged against the teacher's Banked Leave Days. These are not to extend a regular holiday or vacation, unless prior approval is granted by the principal of a multi-teacher school (three or more teachers) or the superintendent of schools.

F. Professional Leave

1. Paid professional visitation days may be granted at the discretion of the Superintendent/senior academy principal.
2. Paid professional growth activities and participation in educational committee during school hours may be approved by the Superintendent/senior academy principal and do not count against Banked Leave Days.

G. Jury Duty

Employees selected to serve on a jury may serve without loss of time or compensation, provided adequate documentation is provided to the school principal or superintendent confirming service on a jury.

H. Family and Medical Leave of Absence

Pursuant to *NAD Working Policy D 67*, an employee may be granted up to 12 weeks' unpaid Family and Medical Leave of Absence during a 12-month period upon written request of the employee and approval of the TXOE. Reasons for unpaid FMLA leave may include the birth or adoption of a child; the serious health condition of a child, parent, or spouse of the employee; or the serious health condition of the employee that makes it impossible for that employee to perform the essential functions of his/her position. Employment in the same or a comparable position will be provided at the termination of the leave. Paid leave

relating to pregnancy/maternity, paternity, or adoption shall be subtracted from the 12 weeks of unpaid leave under the FMLA.

3270 ATTENDANCE – TEACHERS’ CONVENTION/PROFESSIONAL MEETINGS

(TXBOE 2006)

Teachers’ Convention, Area Inservice Meetings, and pre and post school work days are designed for professional growth, enrichment, and other school duties. As in teaching days, **attendance at these events is required**. The reason for the absence will be determined and deducted from either/and sick leave bank days, personal days, or as payroll deduction days (based on the number of days of the contract period).

3275 EMPLOYMENT AGREEMENT EARLY TERMINATION PENALTIES (TXBOE 2012)

It is the policy of the Texas Conference that Teachers/Administrators on continuing placement will be issued employment agreements following the annual March Texas Conference Board of Education meeting.

Employment agreements should be mailed to Teachers/Administrators on or before May 1st of each year.

All Teachers/Administrators must return their signed agreement(s) to the Texas Conference Office of Education, bearing a postmark on or before May 15th of each year, or the position represented by the agreement will be declared vacant.

A Teacher/Administrator’s unilateral termination of his/her employment agreement after May 1st, results in significant damages to the Texas Conference, which damages are difficult to calculate. Consequently, Teachers/Administrators who unilaterally terminate their agreements after May 1st will be subject to contract termination penalties as follows:

- May 20 – 31: \$1,000 penalty
- June 1 – 30: \$2,000 penalty
- After June 30: \$3,000 penalty (plus forfeiture of any salary advances the Teacher/Administrator received prior to terminating his/her contract)

All Teachers/Administrators will be required to execute a Reimbursement/Salary Deduction Agreement as part of the contract renewal process.

3415 DRESS FOR A PROFESSIONAL APPEARANCE

The teacher is a representative of the school to the community. A teacher's personal appearance and relationships in the community are one of the ways that the community judges the professionalism of the teacher and the school.

The appearance of the teacher also sets the standard for the dress of the students. A professional, well-groomed look, with clothes cleaned and pressed, will add much to the teacher's acceptance as a professional.

The following guidelines may be helpful in selecting appropriate dress for the educator.

Men:

- Shirts - dress shirts, dressy polo or banded (at the neck) shirts
- Ties - regular part of professional dress
- Slacks - dress slacks, Docker-type, khaki
- Hair/Beards/Mustaches - groomed and neatly trimmed

Women:

- Dresses and Skirts - Select from styles that are appropriate for one's particular needs. They should be at or below the knee in length and of a fabric that gives a professional appearance.
- Slacks/Blouses - dressy styles and fabrics.
- Coordinates/Blazers - regular part of professional dress

Both Men and Women:

- Professional dress – does **not** include jeans, sweats, scrubs, shorts, or other types of very casual clothing such as denim fabric. When teaching P.E. or on a field trip for the majority of the day, an individual may choose appropriate attire for the activities.

- Tattoos/Body Art – any individuals with tattoos/body art must keep them completely covered by clothing for all school activities, including sports.

3416 PET POLICY

(TXBOE 2007)

Personal pets such as dogs, cats, birds, etc. should not be brought to school except for a special pet day. In most cases, it is best to limit pet visits to a couple of hours. Often dogs and cats that are strangers to each other can cause conflict, and normally calm pets can become very territorial in a new setting. Classroom pets should be limited to water pets or very small caged creatures. In most cases, it is better to borrow the creatures for a short period of time as many children have allergies, and it is difficult and a time commitment to keep habitats clean enough to be attractive and prevent odors.

3521 SCHOOL EMPLOYEES' CHILDREN

The running of a smooth school program is a full-time job. The distracting effect of preschool children in the classrooms has an effect on teachers, aides, and students. Therefore, the preschool age children of all employees should be cared for away from school facilities. Other children of employees not attending the school, should not be at the school during school hours or during the work day, unless permission is given by the School Board.

3522 TEACHERS' CHILDREN IN SEVENTH-DAY ADVENTIST SCHOOLS

Teachers are expected to support Christian education by having their children attend a Seventh-day Adventist school. When the teacher's child needs special education because of special needs, the teacher should discuss this with the School Board before putting the child in a special program.

3544 MARRYING A NON-SEVENTH-DAY ADVENTIST

An employee who marries a non-Seventh-day Adventist may be terminated.

3545 DIVORCE AND / OR SEPARATION

One of the greatest needs in the church today is greater emphasis on solid Christian homes. Workers are looked to as examples and role models by both students and adults. If there is a problem developing between a worker and his/her spouse, professional help should be sought. Financial assistance may be granted for such needs. Every effort should be made to save the home.

Workers, whose homes are involved in separation or divorce proceedings, may be terminated. Employment may be continued, provided approval is given by the TXOE and/or the Conference Executive Committee.

3630 E-MAIL (TXBOE 2004)

E-mail is a regular part of the communication of the Texas Conference; employees are expected to check their employee-designated e-mail a minimum of two times per week.

3708 LOANS

It is the policy of the Texas Conference not to make loans or salary advances to employees. Employees are responsible for arranging their own financing for homes or other items.

3709 COLLEGE OR UNIVERSITY STUDY

While it is desired that every teacher be encouraged to make continuous effort for self-improvement, no full-time conference teacher should take course work or any line of study that would interfere with time that should be given to their regular duties, without first making proper arrangements with the TXOE and the local School Board. Teachers may take course work at Southwestern Adventist University tuition free during the summer session. This is for scheduled summer classes only.

3721 I-9 FORM

To be in compliance with federal and state laws, there must be a completed Employment Eligibility Verification (Form I-9) in the files for each person on the Texas Conference payroll. Each employee must complete the Form I-9 plus provide copies of the acceptable documents requested in Section 2 of the Form I-9. This policy applies to any employee of the local churches and schools who receive a salary or are on a salary return status through the Texas Conference payroll department.

3729 EMPLOYEE INSURANCE BENEFITS

All Texas Conference hired denominational employees should refer to the Human Resources Department for employee benefits package.

3732 EMPLOYEE MOVING POLICY AND ALLOWANCES

Refer to the Human Resources Department on the Texas Conference website, texasadventist.org.

3733 EMPLOYEE MOVING EXPENSE – AMORTIZED

The moving expense of denominational employees shall be amortized as follows:

- A. Any organization calling an employee who has rendered less than two full years of service to his/her employing organization shall make 100 percent reimbursement for the employee's last move to the territory of that organization. In case the employee has rendered more than two but less than three full years of service, the reimbursement shall be 50 percent, and for less than four years, 25 percent. Any exception to this may be worked out on the administrative level.

- B. It is the responsibility of the calling organization to ascertain whether there are any unamortized expenses pertaining to the employee being called.
- C. In the case of employees being called for service outside the North American Division, employing organizations are encouraged to waive the provision of this policy.
- D. In the case of an employee being called from the General Conference, the principles outlined in paragraph A above shall be followed and applied to any move which has been made within the past four years involving a distance greater than 500 miles.

3821 SABBATICAL POLICY

The sabbatical is designed to give personal and professional enrichment. In order to qualify for a sabbatical and the \$500 stipend, a teacher must meet the following criteria:

- A. Hold a professional denominational certificate.
- B. Taught seven continuous successful years in the Texas Conference.
- C. Returned a signed contract for teaching the following school year.
- D. Submitted a written request outlining the plans for the sabbatical prior to the activity.
- E. A teacher holding a standard certificate may also receive a sabbatical provided it is spent on advanced degree studies.

3900 TEACHER QUALIFICATIONS

To qualify as a Texas Conference contract teacher an individual must be a member of the Seventh-day Adventist church in regular standing, possess a minimum of a bachelor's degree, maintain a denominational teaching certificate, be voted by the Texas Conference K-12 Board of Education, and hold a properly signed employment agreement issued by the Texas Conference Office of Education.

Texas Conference contract teachers may teach with a conditional certificate providing that they take a minimum of six hours of academic credit per calendar year until denominational requirements are met.

3901 CERTIFICATION

Each teacher shall hold a denominational teaching certificate and is encouraged to obtain State of Texas certification. It is the responsibility of each teacher to maintain his/her certification status and to keep such information for easy reference.

It is also the responsibility of each teacher to request complete official transcripts of all credits and degrees from the universities or schools attended. The transcripts are to be sent to the Southwestern Union Office of Education. Official transcripts of any additional class work shall also be sent to the union.

Details of the requirements for Seventh-day Adventist Certification are found in the Publication entitled, *Certification Requirements , K-12, For North American Schools*, available from the TXOE.

The North American Division Office of Education provides for certification and the Southwestern Union Office of Education issues certificates of denominational certification for teachers.

3913 LESSON PLANS

Each teacher shall develop a yearly master plan for each subject area.

A lesson plan is kept for two purposes.

A. Daily Procedures

Lesson plans should include:

1. Daily and weekly plans
2. Plans for at least one week in advance
3. Assignment pages for each class.
(Secondary schools are to follow course outlines.)
4. Brief description of concepts
5. Objectives
6. Extra projects, activities, or supplies

The principal in each school is responsible for frequently checking lesson plans and making helpful suggestions regarding their use.

B. Substitute Teachers

Sometimes emergencies occur and a substitute teacher may be called into the classroom without being able to conference with the teacher in advance. This person must be able to follow the daily schedule, the lesson plan, and identify materials that are to be used.

3920 TEACHER-CHURCH RELATIONSHIP

The principal/teacher shall maintain church membership in a constituent church of the school and participate in its activities. The sense of belonging and fellowship will win the hearts of students and parents and strengthen the work of the school. Attendance at church services should be regular for the teacher's own spiritual refreshment and as an example to others. If possible, in multi-teacher situations, church membership and attendance should be divided proportionately among the constituent churches.

Teachers need to exercise caution by only accepting a limited number of time-consuming church responsibilities. Teachers who are asked to teach a Sabbath School class may want to consider teaching an age level other than that of the students they normally teach in school.

3925 PUBLIC RELATIONS

Every employed educator is directly responsible for public relations in connection with the community in which he/she is employed. Impressions of educators and educational systems are conveyed through the employed personnel. Positive attitudes, judicious statements, and accurate data shall be the norm in public relations. If an employee cannot maintain loyalty to the educational system that he/she represents, then the individual may wish to sever the connection.

Each teacher is encouraged to send brief, though frequent, news items and pictures to the TXOE regarding the activities in their school. These items may be used in various publications of the *Record*.

Promotion of Seventh-day Adventist Christian education is a professional duty of all educational personnel.

Teachers are expected to attend school-related programs.