

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.

3010 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.

3114 CONDITIONS OF EMPLOYMENT

(SWUEC 3114)

A condition of employment requires membership in the Seventh-day Adventist Church. The employee is expected to practice, believe, and embrace wholeheartedly and consistently the ideals of the Seventh-day Adventist Church and support those beliefs in his personal conduct and lifestyle. The practice of tithing as outlined in the *North American Division Working Policy* is an express condition of employment in schools of the Southwestern Union Conference. Employees' tithing practices are subject to annual review.

3137 ADMINISTRATIVE LEAVE

(SWUEC 3137)

Administrative leave is the immediate removal of an intern, probationary, administrative, or regular employee from his/her duties to provide an opportunity for an investigation to take place, to relieve the employee from an emotionally stressful situation, to provide an escape from physical harm, or for other reasons deemed appropriate by the Superintendent of Schools in consultation with the Conference Administration. An administrative leave does not imply wrong doing on the part of the employee, but rather it provides a period of time to implement the proper procedures to deal with a given situation. The employee's benefits and pay shall continue during the time of administrative leave.

**3143 COST OF LIVING ASSISTANCE (COLA)/
ECONOMIC RESEARCH INSTITUTE (ERI)**

(TXBOE 2007)

Economic Research Institute (ERI) Guidelines as Voted by Executive Committee:

1. ERI calculations will be based on location of assignment and county-wide average.
2. ERI COLA will be adjusted only when ERI rises above the established level.
3. Areas now receiving COLA will not receive any additional ERI COLA until the amount of ERI COLA being allocated for the area rises above the existing COLA amount.
4. Cap ERI COLA at \$20,000 a year.
5. An employee transitioning to a new assignment within the Texas Conference will begin to receive the ERI COLA for the new assignment based on the official date of transfer and confirmation of new residence.

6. COLA will continue to be reviewed and adjusted towards total implementation as Conference Budget allows.

3145 TWELVE-MONTH CONTRACTS

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

3146 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:

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|-----------------------------------|-------------------|
| 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. (Form 8051)

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.

3236 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.

3249 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. Each teacher is given an allowance 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 Human Resources 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 superintendent of schools and local school board vote of approval.

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.

3250 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).

3251 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 April 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, 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
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.

Both Men and Women:

Professional dress – does **not** include jeans, sweats, scrubs, shorts, yoga pants, leggings 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.

3420 SEXUAL MISCONDUCT IN CHURCH RELATIONSHIPS INVOLVING DENOMINATIONAL EMPLOYEES AND APPROVED VOLUNTEERS

See Appendix – 7000 section

3422 HARASSMENT IN CHURCH RELATIONSHIPS INVOLVING DENOMINATIONAL EMPLOYEES AND APPROVED VOLUNTEERS

See Appendix – 7000 section

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. Since teachers serve as role models for students and parents, teachers who send their children to other schools send a double message that "church schools are good enough for your children but they are not good enough for mine." Teachers who do not consider Seventh-day Adventist schools imperative for their children should probably consider another line of work.

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.

3618 CORPORAL PUNISHMENT

Corporal punishment is not to be used as a disciplinary measure in the Texas Conference education system.

3620 TEACHING LOAD

(SWUOE 3620)

A. Teacher's Aide requirements:

Single grade classrooms:

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|------------------|---|
| Pre-K | 16 students requires a part-time teacher's aide 20 students requires a full-time teacher's aide 25 students is the maximum number for this classroom. |
| Grade K | 16 students requires a part-time teacher's aide 20 students requires a full-time teacher's aide 25 students is the maximum number for this classroom. |
| Grade 1, 2 | 20 students requires a part-time teacher's aide 23 students requires a full-time teacher's aide 25 students is the maximum number for this classroom |
| Grade 3, 4 | 23 students requires a part-time teacher's aide 28 students is the maximum number for this classroom |
| Grade 5, 6, 7, 8 | 30 students is the maximum number for this classroom |

Two grade combination classrooms:

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|------------|---|
| Grades 1-2 | 20 students requires a part-time teacher's aide |
| Grades 3-4 | 23 students requires a part-time teacher's aide |
| Grades 5-6 | 25 students requires a part-time teacher's aide |
| Grades 7-8 | 25 students requires a part-time teacher's aide |

Multigrade classrooms:

| | |
|------------|--|
| Pre-K – K | 13 students requires a part-time teacher's aide 18 students requires a full-time teacher's aide |
| Grades K-1 | 13 students requires a part-time teacher's aide 18 students requires a full-time teacher's aide |
| Grades K-2 | 13 students requires a part-time teacher's aide 18 students requires a full-time teacher's aide |
| Grades 1-4 | 18 students requires a part-time teacher's aide 22 students requires a full-time teacher's aide |
| Grades 5-8 | 20 students is the maximum number for this classroom |

B. Teacher Load – Secondary

1. Subject preparations per day and/or 750 students per week.

One preparation period per day is recommended. Supervisory or co-curricular duties will be assigned by the school administrator as part of the teacher's professional responsibilities. Apply the following discount in determining total number of students instructed by a teacher.

- a. Compute typing classes on the basis of two-thirds of actual enrollment.
 - b. Compute classes in physical education at one-half of their actual enrollment.
 - c. Compute classes in music at one-half of their enrollment.
 - d. Count each study hall period as 15 students, regardless of the number in the session.
2. In assessing teacher load, the following four factors shall be considered:
 - a. Number of classes taught daily
 - b. Number of students taught daily
 - c. Number of preparations required daily
 - d. Extra activity assignments
 3. Extra class activities should be carefully weighed in determining teacher load. Teacher load equivalency shall be calculated as follows:

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|---|-------------|
| a. One solid plus lab | 1-1/2 units |
| b. Classes without additional preparation | 1/2 unit |
| c. Band and Choir | 1/2 unit |
| d. Ten private lessons | 1 unit |
| e. P. E. | 1/2 unit |
 4. In order to secure optimum benefits in secondary education, it is recommended that individual class size should not exceed 30 students except where the content and methods of instruction permit effective work with larger groups.

3707 E-MAIL

(TXBOE 2004)

E-mail is a regular part of the communication of the Texas Conference; employees are expected to check their Conference 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.

3714 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 in person course work at Southwestern Adventist University tuition free during the summer session. This is for scheduled summer classes only.

3715 INNOVATION

If a teacher has ideas and plans that would enhance the field of education, those ideas should be discussed with the principal and/or superintendents. They are willing to assist in piloting innovative ideas that have promise of improvement and enrichment. A static school is a colorless and uninteresting place. A school deserves a teacher's best creative efforts.

3718 SUMMER SCHOOL ATTENDANCE

Teachers or school administrators to be employed full time the following year in the Southwestern Union Conference may attend summer school at Southwestern Adventist University without the payment of tuition upon authorization by the superintendent of schools or the academy principal.

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.

The auditors have indicated that the Texas Conference may be fined for each employee who does not have a Form I-9 completed with copies of the acceptable documents attached. Not complying with this request places the Texas Conference at risk of heavy penalties. Compensation shall not be issued by the Texas Conference, church, or school to an employee who has not complied with this policy.

3729 EMPLOYEE INSURANCE/HARTFORD GROUP LIFE

All Texas Conference hired denominational employees in active employment and working at least 35 hours per week shall be enrolled in Hartford Group Life. Beneficiary designation cards shall be filled out by each eligible employee at the start of employment. The Texas Conference pays for a basic plan benefit for the above-designated employees. Additional insurance can be purchased by the employee during open enrollment.

The Texas Conference basic coverage provides up to \$100,000 for employee, up to \$50,000 for spouse and \$10,000 for children, and \$750 for a stillborn child which is paid to designated beneficiary upon death.

A Long Term Disability policy is also provided by the Texas Conference through The Hartford. After a 90-day elimination period The Hartford may provide 66.67 % income replacement to a maximum of \$6000 per month.

OPTIONAL BENEFITS FINANCED BY EMPLOYEES

1. Supplemental Life Insurance – The Hartford
2. Accidental Death and Dismemberment – The Hartford
3. Cancer Insurance—AFLAC

3730 TUITION ASSISTANCE FOR CHILDREN OF EMPLOYEES

A. *Christian Education* – Employees are expected to support the church’s philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and commitment to Christ, thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example and reducing the possibility that the children adopt a lifestyle that is not in harmony with the teachings of the church.

B. *Students Eligible for Tuition Assistance* – To be eligible for tuition assistance the student must be:

1. An unmarried dependent of the employee.
2. Less than 24 years of age unless the student has given compulsory military service, volunteer missionary service for the church, or has a documented medical consideration.
3. Eligible to be claimed as a dependent on the employee’s income tax return.
4. Born to, or legally adopted by, the employee and/or spouse or is a stepchild by marriage receiving more than 50 per cent of support from the new family unit.

- C. *Students Eligible in Divorce and Remarriage Situations* – To be eligible for tuition the student must be:
1. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return.
 2. Under the custody of the ex-spouse of the employee and eligible to be claimed as a dependent on the employee's tax return.
- D. *Students Not Eligible for Tuition Assistance* - An unmarried child not under the custody of the employee and not eligible to be claimed as a dependent on the employee's tax return is not eligible for assistance.

The financecommittee may make an exception to paragraph 4 above if the employee has assumed full responsibility for a child's educational expenses in a denominational school.

- E. *Assistance* – The organization employing the parent of the student may provide assistance of up to 70 percent of the tuition and all required fees for dormitory students, and up to 35 percent for those not in the dormitory. The assistance on the academy or college level should be calculated on the gross charge for tuition and required fees, according to the current bulletin at Southwestern Adventist University, before family or other discounts granted by the school. The student may attend Adventist academies or colleges outside the Texas Conference, but the assistance granted will be at the rates charged by schools in the Texas Conference. In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates, the tuition assistance from the employer shall be based on the net tuition expense to the employee. This shall not include charges for private music lessons unless such lessons are required for credit toward music majors or minors, in which case the above percentages may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours.
- F. *Professional Programs* – Assistance provided for professional programs in medicine or dentistry for students who have not completed their undergraduate studies shall be based on, and shall not exceed, normal tuition costs for a maximum number of semesters or quarters as listed in X 24 05-8.
- G. *Limitations on Assistance* – Assistance shall continue until an undergraduate course of studies is completed or for a maximum of nine semesters or thirteen quarters of undergraduate studies. An additional two semesters or three quarters may be granted only to complete graduate work necessary to secure teaching credentials. Governing committees also grant assistance of up to an additional two semesters or three quarters for valid undergraduate programs that require a fifth year for graduation.
- H. *Summer Sessions* – Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters referred to in paragraph 10 above.

- I. *Attending School Outside the Territory* – Assistance may not be granted for children attending schools outside their territory unless exceptions are authorized by the employing organizations.
- J. *Method of Payment* – Assistance for students enrolled in an academy or college shall be made directly to the school. Organizations providing assistance shall make the appropriate arrangement for students attending elementary and intermediate school.
- K. *Division Assistance* – When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.
- L. *Attending Schools Outside the NAD* – Children independently attending denominationally owned and operated schools located outside North America may be granted assistance amounting to 70 percent of the actual tuition provided the amount of the assistance is not greater than the amount they would receive if attending their home college.
- M. *Adventist Colleges Abroad* – Students would receive tuition assistance based on the cost of tuition at the home campus where they are registered.
- N. Tuition assistance for studies through Griggs Internationalis given after the course has been completed. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance on both is 35 percent whether or not the student is residing in a school dormitory.
- O. *Exceptions* – This policy is intended to apply only to employees’ children who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows if approved by the employee’s controlling committee:
 - 1. Attendance at privately operated Seventh-day Adventist schools if the school is approved by the Southwestern Union Board of Education.
 - 2. In cases where an undergraduate level program of study is not offered in a denominational school in the student’s area.

3732 EMPLOYEE MOVING POLICY AND ALLOWANCES

Moving Trucks: The Texas Conference maintains a moving trucks for moving workers, and all moves are made by the conference trucks unless otherwise authorized by the Texas Conference Transportation Department and the Superintendent. Each worker is expected to have belongings packed and ready for the truck on the set date.

Moving/Curtain Allowance: When a worker is asked by the Texas Conference to move to a new location, a flat amount to cover packing and other moving costs may be allowed as follows:

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| Employee | --16.5% of the current remuneration factor |
| Spouse | --16.5% of the current remuneration factor |

This allowance is not granted to students going to Andrews University Seminary, or coming from or going to college. A single parent with dependent children may be granted the employee and spouse moving allowance.

Travel Expense: Mileage for moves will be at current rate (44 cents per mile) for one trip for house hunting; then current rate for the first and second car for one final trip. Motel accommodation and per diem travel allowance will be allowed for house hunting and for the final trip based on a minimum of 500 miles per day over the most direct route available.

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|--------------------|--------------------------|
| Daily per diem is: | \$54 Employee |
| | \$81 Employee and spouse |

Where it is necessary for a worker to locate his/her family temporarily in a hotel or other facilities while waiting for a permanent location, an allowance depending on the circumstances involved, in consultation with the TXOE, may be granted.

If a worker chooses to move from one location to another, he/she does it at his/her own expense, and even then such a move must be approved by the TXOE. It is recognized that there may be extenuating circumstances which would necessitate an additional move by the worker after the first move into the conference, and, under such circumstances, the conference would be justified in bearing the normal expenses.

Sharing Moving Expenses: When calls are extended to a husband and wife to join two different denominational institutional organizations in the same area, the cost of moving shall be shared by the calling organizations. However, when the initial call is for one spouse and the other spouse obtains employment, the organization that initiates the primary call shall be responsible for the full cost of the move.

Moving Mobile Homes: The Texas Conference will not move, but may pay to move a mobile home. It will assume only the cost that would equal the moving of a normal family's household goods. If the cost to move the mobile home is in excess of this, the employee will have to bear the extra expense.

Automobile Registration and Excise Tax: Employees who are called to another state and who are required to pay duplicate excise tax/sales tax, license, and other inspection fees may report such expenses on one car if they register their car within 90 days of moving to the new area. If the employee has a spouse, the above expenses may also be reported on a second car.

TAX RULES:

- Taxable*
1. Reimbursement for the house hunting trip
 2. Sale of old residence
 3. Purchase of new residence and meals and lodging in temporary quarters in the general location of new job
- Non-Taxable:*
1. Reasonable cost of moving household goods and personal effects
 2. Traveling expenses to the new residence (excluding meals of the employee and household members)

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.

3735 RETIRING EMPLOYEE'S MOVING ALLOWANCE

An employee (who has at sometime during his/her denominational employment been moved at denominational expense) may be granted assistance in the form of reimbursement for actual moving expenses, or at the employer's option, a cash settlement on moving expenses, when an actual move is made to the place of retirement. This allowance will be granted according to the following provisions:

- A. *Over Thirty Years* – When an employee who has given a minimum of 30 years of denominational service retires, the employing organization may arrange to pay the

moving expense on a reasonable amount of household goods and pay transportation expense, including mileage, toll, hotel, and per diem by the most direct route based on 500 miles per day to the place of his/her choice in the North American Division. The provisions of X 23 05, paragraph 1-c.,d., and -e., do not apply to this move.

B. *Under Thirty Years* – An employee who has served less than 30 years may be paid a proportionately less amount. The amount of the moving expense reimbursement shall be decided by the employing organization.

1. *Arrangement* – This arrangement is to be made within a period of one year after retirement unless some other definite arrangement is approved by the governing committee. This allowance is limited to one move only.

C. *Division of Expense* – In cases where both spouses are denominationally employed at the time of retirement but by different organizations, the moving assistance to the place of retirement shall be shared equally by the two employers if both spouses are vested for retirement benefits. If one spouse is not vested, the moving assistance shall be paid by the employer of the spouse who is vested.

D. *Tax Obligation* – The retiring employee shall be responsible for the tax obligation on the moving benefit.

3742 ADOPTION EXPENSE

Full-time employees may be granted assistance of 75 percent of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current monthly Remuneration Factor. This assistance shall be limited to one allowance per child (*Working Policy* NAD 2003-2004). Employees may request adoption assistance for children 3 years of age or less and that have no long term pre-existing medical issues.

3758 PERSONAL FINANCES

A. Full time conference employed teachers will refrain from any outside employment that will interfere with the quality of their performance or the education program for which the employee has been hired.

B. Employees should arrange their personal financial budgets so as to live within their regular income. If an employee continually neglects or refuses to pay his/her financial obligations, he/she will be advised to take up some other line of work.

- C. No teacher shall be employed who is not a faithful tithe payer, and teachers who are known to be unfaithful in tithe paying shall not be recommended to another conference. Tithe should be turned into the local church where membership is held.
- D. Employees shall not in any way seek personal gifts from church members. When it is necessary for them to discuss their financial affairs, this should be done with their employing body rather than with members of the church.
- E. Salaries will be paid semi-monthly. One-half of the salary will be paid on the 15th with half of the deductions taken out, and the second half is payable at the end of the month with the remaining deductions taken out.

3760 RETIREMENT PLAN

The benefits of the General Conference Retirement Plan are available for educational employees. Contributions to the Retirement Plan are made both by the employing organization and by the employee. Teachers on a 10-month contract receive an amount in compensation for the difference in pay between a 10-month contract and a 12-month contract. Therefore, it is recommended that the 10-month employee invest a minimum of 2 per cent so his retirement will be equal to or greater than the 12-month contract. (See *Adventist Retirement Plan* available from the Treasury Department of the Texas Conference.)

3770 VACATIONS

Vacations for 12-month employees are to be taken in counsel with the Superintendent of Schools, local school board, and/or principal in harmony with the Texas Conference Office of Education Employment Policy.

Annual vacation with pay shall be provided for regular denominational employees and may be calculated on the following basis:

| | |
|----------------------------------|---------|
| After one full year of service | 2 weeks |
| After five full years of service | 3 weeks |
| After nine full years of service | 4 weeks |

1. One-half of vacation time must be taken during the school's regularly scheduled vacation breaks. Example: Thanksgiving, Christmas, and/or Spring Break.
2. Holidays (as listed on the Texas Conference calendar) within the vacation break will not be counted towards vacation time.
3. The remaining half of vacation time must be taken by June 30.

4. No vacation time will be carried over past June 30.
5. Vacation taken during the summer should not exceed 2 weeks, without prior authorization from the Texas Conference Office of Education.
6. A Vacation Request Form must be completed in the employee portal for all vacation days and submitted to the Texas Conference Office of Education for approval.

Educators on the 10-month plan are employed under the following provisions:

- A. The employee is to be on duty for a period of 44 weeks (220 days) according to the beginning and closing dates stipulated in the teacher's contract.
- B. The employee will receive 91-95 per cent (based on years of service) of the yearly salary he/she would receive had he/she been on the 12-month plan. This amount is divided into twelve equal payments.
- C. During the eight weeks of the summer, the employee will be free to engage in personal activities which are consistent with denominational and professional service.

3815 NONACADEMIC CERTIFICATION RENEWAL

Denominational certificates may be renewed by participation in certain nonacademic, education-related activities to meet the requirements for renewal. Up to six Continuing Education Units (CEUs) for the Standard Certificate may be counted. CEUs may be used in conjunction with academic credits to meet all renewal requirements for the Professional or Administrator's Certificates.

10 clock hours equals one CEU and three CEUS equals one semester hour.

Application for nonacademic credit shall be submitted on or before August 15 to the Southwestern Union Office of Education. (Form #8050)

3816 PROFESSIONAL GROWTH CERTIFICATE

The Professional Growth Certificate for the current year equals 25 clock hours or 2/3 hour of renewal credit. (Form 8052)

3817 COMMITTEE PARTICIPATION

Professional Activity Credit (PAC) is given for participation in NAD/union/conference or academy curriculum committees, school evaluation teams, and workshops. (Form 8052)

3818 PROFESSIONAL MEETINGS

Only actual hours spent on professional education at NAD/union/conference teachers' conventions and in-service meetings will be granted. A form must be submitted to receive credit. (Form 8052)

Requests for credit for other professional meetings shall be submitted with recognized grade or completion certification. Information on the number of clock hours shall be included.

3819 TRAVEL FOR PROFESSIONAL ACTIVITY CREDIT

Educational travel must be approved by the Southwestern Union Office of Education prior to travel. A critique or project is required subsequent to travel.

3820 JOURNAL OF ADVENTIST EDUCATION

A subscription to the magazine, *Journal of Adventist Education*, is provided for each teacher.

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.

3822 SPECIAL AND CONVENTION TRAVEL

Administrators and teachers who wish to attend special meetings or conventions and who desire financial assistance including substitute teacher cost must have prior approval of the TXOE.

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.

3905 CREDENTIALS AND LICENSES

(NADWP D 05 17)

A. Criteria:

1. COMMISSIONED MINISTRY OF TEACHING CREDENTIAL--

May be awarded to teachers and other professional educators with a lifelong commitment to and significant experience in the Seventh-day Adventist system of education, usually not fewer than six years, with demonstrated proficiency in assigned responsibilities. Such teachers and professional educators will also exhibit a keen sense of Christian responsibility for nurturing and leading souls to Christ, for consistently upholding Christ as the focal point of all curriculum and instruction, and for demonstrating positive interpersonal relationships, thus providing an environment of social, spiritual, and emotional stability.

2. COMMISSIONED MINISTRY OF TEACHING LICENSE--

May be awarded to licensed/certificated teacher/educators with not fewer than three years of satisfactory service and who have demonstrated a commitment

to long-term service in the Seventh-day Adventist system of education, who support the fundamental beliefs of the church, and whose lifestyle is consistent with acceptable Adventist Christian behavior.

3. MINISTRY OF TEACHING LICENSE--

Is given to entry-level teachers initiating their work into the Seventh-day Adventist education system. This is a provisional status for all newly employed teachers.

B. Procedures:

1. Candidates eligible for Commissioned Ministry of Teaching credentials and licenses recommended by their respective employing boards (K-12 or college boards) to the appropriate issuing authority.
2. Employees holding a Commissioned Ministry of Teaching license, after an appropriate period of service may be eligible for the Commissioned Ministry of Teaching Credential.
3. An appropriate commissioning service shall be conducted when an employee is granted a Commissioned Ministry of Teaching Credential.

C. Renewal:

After the initial period of approval, renewal of such credentials and licenses shall be in harmony with the provisions of D10.
(Please note that D10 refers to another section of the NADWP for 1998-1999)

3910 PROFESSIONAL ETHICS

The measure of success in and contribution to the teaching profession will be in direct proportion to the standard of behavior and ethics of instructional personnel.

A. The Christian educator has the personal responsibility to:

1. Maintain a high sense of loyalty to the aims and ideals of Christian education, particularly to the philosophy of education upon which the Seventh-day Adventist system of schools has been built.
2. Recognize the global relationships of mankind, the right for equality of opportunity of all according to their ability without discrimination due to race, or social antecedents.
3. Strive for excellence in his/her teaching methods and techniques for the purpose of rendering more effective service to each student.

B. The Christian educator has the responsibility to his/her colleagues to:

1. Give encouragement and moral support to all members on the school faculty.

2. Give due respect to lines of authority.
 3. Talk with the administrator of the school in times of conflict and if not solved at that level then it should come to the TXOE.
- C. The Christian educator has a responsibility to his/her students to:
1. Recognize obligations to meet promptly and faithfully all individual, group, and class appointments.
 2. Allow students the freedom to express their personal perspective with the assurance that their views will be carefully and objectively considered.
 3. Maintain confidentiality.
 4. Refrain from discussing his/her own personal problems with students.
- D. The Christian teacher has the responsibility to the school to:
1. Demonstrate loyalty to the school in which he/she is employed.
 2. Participate in the activities and programs sponsored by the school.
 3. Refrain from discussing confidential or official information with unauthorized persons.

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/syllabus.)
4. Brief description of concepts
5. Objectives and Standards
6. Extra projects, activities, or supplies

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.

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

3915 TEACHER AND STUDENT RELATIONS

Traits in Christian teachers which cause students to think and speak favorably of them:

- A. Are able to create a congenial atmosphere.
- B. Are fair in their treatment of all students.
- C. Are friendly in their personal relationships with students.
- D. Are patient and helpful toward students with learning differences.
- E. Are understanding, accepting, and interested in students.
- F. Are not given to scolding or yelling in class.
- G. Are not given to favoritism.
- H. Are willing to give extra help to students with learning difficulties.
- I. Are able to "stick to the subject."
- J. Are neat and attractive in appearance.
- K. Are able to maintain a sense of humor.
- L. Are respectful to others.
- M. Are poised and demonstrate self-control.

3916 DISCIPLINARY GUIDELINES

- A. Search for the cause of the behavior.
- B. Alternate kinds of activity.
- C. Use very few rules. Enforce the ones you have.
- D. Trust your students, but do not be blind.
- E. A good disciplinarian prevents, not corrects problems.

- F. Refrain from threats.
- G. Tolerance is approval.
- H. Maintain the line of distinction between student and teacher.
- I. Give punishment in line with the offense.
- J. Give the student the benefit of the doubt.
- K. Use positive reinforcement.
- L. Conference privately with students to resolve conflict.
- M. Manage by proximity. (Move close to the problem.)
- N. Be fair and reasonable.
- O. Practice “with-it-ness.” Know what is going on in the classroom at all times.
- P. Keep your perspective. Don't make mountains out of molehills.
- Q. Keep the parents informed of major accomplishments and concerns.
- R. Make sure adequate ventilation and temperature control is maintained.

3919 POST SCHOOL TEACHER RESPONSIBILITIES

Before the teacher leaves the school after the school year is over, he/she shall make certain that:

- A. The electronic *Student Information System(SIS)* has been updated and reviewed for accuracy according to policy and available along with the Year End Check List to the TXOE.
- B. Educational Progress Reports have been filled out completely including averages and have been distributed according to school policy.
- C. The student records have been completed and stored in a locked file. All appropriate information has been added to the online SIS including final grades.
- D. Professional Growth Books, curriculum books, and other educational materials checked out from the TXOE have been returned.

- E. The textbook and workbook orders are completed and have been submitted to the principal to expedite.
- F. Textbooks, workbooks, and library books have been inventoried and teacher editions have been secured in a locked storage area. A copy of the inventory has been given to the Principal/School Board chair to file off-campus.
- G. School equipment, supplies, and physical education equipment have been inventoried and locked up for the summer. A copy of the inventory has been given to the Principal/School Board chair to file off campus.
- H. A list of improvement and repairs needed before next school year has been completed and submitted to the Principal/School Board chair.
- I. The school, including student desks, lockers, classrooms, and grounds have been cleaned and the school plant is ready for summer marketing.
- J. Keys have been returned to School Board chair if the teacher is not returning to the school.

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.