

Spring Hill ISD Voluntary Employee Benefits

Plan Year: September 1, 2017 – August 31, 2018

For more details, please click or visit: www.gentryfinancialgroup.com

Accident and Physician Plan © Offered through Allstate

Accident coverage that pays cash benefits directly to you for expenses associated with an accident.

The plan will cover *sporting events for children* and off-the-job accidents and injuries for adults.

The physician benefit will be paid when you visit any out-patient physician. This includes dentist, optometrist, etc. Employee coverage allows for two \$100 physician benefits per calendar year, while all other coverage tiers allow four \$100 physician benefits per calendar year.

- **Filing Claims:** all physician benefit claims are paperless. You simply register at www.allstatebenefits.com/mybenefits/ and enter physician name, address and date of service. Allstate will deposit the \$100 benefit to your checking account within three business days or they will mail you a check. It's that simple!

Employee	\$13.76	Employee + Spouse	\$19.80
Employee + Child(ren)	\$27.96	Employee + Family	\$34.96

Permanent Life Insurance Offered through Texas Life

Permanent life insurance that you can take with you when you leave the district without any rate increase. You can also purchase coverage for your spouse, children or grandchildren without purchasing coverage on yourself. Plan details and rates can be found at www.gentryfinancialgroup.com

Disability Insurance (Salary Protection) Offered through The Standard

Disability insurance is one of the most important benefits because it protects your most valuable asset – your paycheck. This plan is specifically designed for educators and *will pay during maternity leave and during summer vacation*. The plan pays up to 2/3 of your gross monthly salary.

Plan details and rates can be found at www.gentryfinancialgroup.com

Gap Plan © Offered through Companion Life

A low-cost program designed to help pay for covered out-of-pocket expenses you may incur while you are either confined in a hospital or being treated as an out-patient for an injury or an illness. The plan is designed to offer you and your family an optimal offset of expenses due to high deductibles and high out-of-pocket maximums. Plan details and rates can be found at www.gentryfinancialgroup.com

Dental © Offered through MetLife (New provider, increased annual maximum benefit from \$1,000 to \$1,250)

Plan details can be found at www.gentryfinancialgroup.com

- High Plan: 100/80/50 - Annual Max: \$1,250 – Adult/Child Ortho: \$1,500

Employee	\$33.24/mo	Employee + Spouse	\$76.91/mo
Employee + Child(ren)	\$76.12/mo	Employee + Family	\$111.79/mo

- Low Plan: 100/70/40 – Annual Max: \$500 – Ortho: none

Employee	\$21.55/mo	Employee + Spouse	\$49.87/mo
Employee + Child(ren)	\$44.96/mo	Employee + Family	\$69.51/mo

*Waiting periods for new enrollees: 0 months for preventive and basic services, 3 months for major, 6 months for ortho

Vision © Offered through Superior Vision

This plan provides one eye exam and either glasses, or contact lenses, every 12 months. There is a \$150 allowance for frames. Standard lenses for glasses are paid in full. Contact exams and lenses have a \$175 annual allowance. Plan details can be found at www.gentryfinancialgroup.com

Employee	\$8.63	Employee + Spouse	\$14.70
Employee + Child(ren)	\$15.54	Employee + Family	\$23.33

Supplemental Life Insurance Offered through MetLife

Plan details and rates can be found at www.gentryfinancialgroup.com

Cancer © Offered through Allstate

Plan details can be found at www.gentryfinancialgroup.com

- Low Plan: Radia/Chemo: \$10,000 – Wellness: \$50

Employee	\$20.53/mo	Employee + Spouse	\$31.58/mo
Employee + Child(ren)	\$29.12/mo	Employee + Family	\$40.14/mo

- High Plan: Radia/Chemo: \$15,000 – Wellness: \$100

Employee	\$29.45/mo	Employee + Spouse	\$45.65/mo
Employee + Child(ren)	\$41.46/mo	Employee + Family	\$57.63/mo

Health Savings / Flexible Spending Accounts © Offered through HSA Bank / TASC

Use pre-tax dollars to pay common medical costs and save money.

Maximum HSA contributions for 2016: **\$3,400 for individuals and \$6,750 for families.**

Maximum FSA contributions for 2016: **\$2,600**



Educators Serving Educators

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© = eligible for Cafeteria Plan
(Section 125) pre-tax deduction

Employee Discipline

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Introduction

A school district should seek to establish and maintain standards of employee conduct and supervisory practices that support effective operations. Such practices include the administration of fair and consistent employee discipline. The desired result of any discipline action is to address problems constructively, effect remediation of the matter, and avoid termination whenever possible.

Corrective discipline techniques are generally applied in a progressive manner. A progressive system imposes increasingly severe penalties as the seriousness of the offense increases, or as repeated offenses occur. With the exception of a sufficiently serious offense, an employee is rarely terminated for a single instance of misconduct. When a performance problem cannot be corrected, the records created to document the process often serve as the foundation to support a termination action.

Legal Considerations

There are a number of federal and state statutes and court cases prohibiting employers from taking adverse action against employees who file a complaint, testify in a complaint, or participate in other protected activity (see, [Employment Laws](#) for more information). Employment actions, including discipline, should always be based on job-related factors only.

At-Will Employees. Noncontract or at-will employment can be terminated at the will of the employer or employee at any time and for any legally permissible reason. At-will employees have no legal right to a due process hearing prior to termination.

Discipline guidelines need to be carefully written to protect the district's right to dismiss employees at will. Written documents (e.g., policy, employee handbooks, and memos) and oral statements made to employees should be carefully constructed to avoid creating an expectation that specific procedures will be followed in all circumstances. An implied contract could be created if discipline procedures guarantee or imply that progressive discipline will be applied to every situation before termination occurs. Detailed information about discipline procedures should not be included in employee handbooks or other documents distributed to employees. See [Noncontract/At-Will Employment](#) in the *HR Library* for a more detailed explanation of the doctrine of employment at will.

Roles and Responsibilities

The responsibilities and authority of everyone involved in implementing the district's disciplinary procedures should be clearly defined. Supervisors generally initiate and conduct the first step in the corrective process. Subsequent actions typically require notification or approval of the next-level supervisor and the human resource (HR) department. HR administrators can assist supervisors with the following:

- Determining appropriate disciplinary actions to take
- Counseling employees
- Writing and reviewing documentation

Supervisor Training. Training should be provided to ensure that all supervisory personnel are familiar with the district's employment policies and departmental procedures. Other issues that can be addressed in training sessions include legal considerations, the consistent application of rules and consequences by all supervisors, use of good judgment and fairness when initiating corrective actions, and the importance of prompt actions when a problem occurs.

Documentation

Documentation is an important part of any disciplinary action and can be extremely valuable in responding to lawsuits, discrimination charges, unemployment compensation claims, and workers' compensation retaliation claims. It is important to document any situation by describing clear, concise, and observable job-related behaviors. The type of documentation created depends on the action taken.

Documentation should remain in the employee's personnel file for a reasonable amount of time. This period can be anywhere from six months to a year, depending on the type of warning issued and the severity of the problem. Written warnings are typically removed from an individual's personnel file after the problem has been corrected. These documents must be retained or disposed of in accordance with the State Library and Archives Commission minimum retention schedules (see, [Sample Records Retention Schedule](#) in the *HR Library*). Continuing or repeated problems should be recorded on the formal appraisal instrument that is retained as a permanent record.

Types of Discipline

Any disciplinary action should be consistent, constructive, and instructive. A supervisor should always work with an employee to find a solution to the problem acceptable to all parties involved. The type of disciplinary action applied will depend on the severity of the problem and the number of times the particular employee has repeated the same behavior. The measures that can be applied are informal counseling, oral warning, written warning, suspension, or dismissal.

Informal Counseling. The purpose of informal counseling is to correct a performance problem by bringing it to the employee's attention. Informal counseling should be initiated by the supervisor as soon as a problem occurs. A supervisor should meet with an employee, not with discipline or punitive action in mind, but to ensure that such problems are solved before there is a need for disciplinary action. Examples of performance problems that lead to informal counseling could include, but are not limited to, the following:

- Excessive absences or tardiness
- Violation of dress code
- Failure to use safety devices
- Unsatisfactory performance
- Unprofessional conduct

Supervisors should maintain a record of the date and nature of instructions given to employees. This documentation does not become a part of the personnel file and can be kept as an anecdotal record (e.g., memo to the file or notes on a calendar). These notes may serve as a reminder to the supervisor should more serious corrective actions be necessary.

Oral Warning. Typically, an oral warning is preceded by informal counseling with the employee about the problem. Three elements make the oral warning different from informal counseling. An oral warning addresses the seriousness of the problem, the corrective action to be taken or behavior to be changed, and the consequences that will occur if performance is not improved.

When issuing an oral warning, the supervisor should make it clear to the employee that the problem behavior will not be tolerated and that if it continues, there will be more serious consequences, including the possibility of termination. For minor violations of instructions, policies, or procedures, the employee is given an oral warning by his or her immediate supervisor. Examples of performance problems that might lead to an oral warning could include, but are not limited to, the following:

- Excessive tardiness or absenteeism
- Lack of cooperation
- Unsatisfactory performance
- Minor violation of safety instruction, policy, or procedure
- Idleness
- Failure to follow supervisor's work instructions

Documentation of an oral warning does not become part of the personnel file. Notes or memos that reference the oral warning should be made. This information may be needed at a later date to support further actions or to aid in the recall of specific facts. If the situation does not improve within a reasonable amount of time, the supervisor may issue another oral warning or proceed to the next step of issuing a written warning.

Written Warning. A written warning is issued for repeated minor performance problems or for a more substantial problem. The written warning consists of a written statement that informs the

employee of the nature of the problem and the changes required. The documentation for this can be recorded on a standard district form or in memo format on district letterhead. The [Sample Disciplinary Warning Form](#) is provided in the *HR Library*.

Meeting with the employee, the supervisor thoroughly explains the situation, the change in performance required, and the consequences of not correcting the problem. The employee should be advised that a written warning is being given and that a copy of any documentation will be placed in his or her personnel file. Copies of the written warning form should be signed by the employee and the supervisor and a copy given to the employee. Examples of performance problems that warrant a written warning could include, but are not limited to, the following:

- Removal of district property without authorization
- Insubordination
- Violation of a safety instruction, policy, or procedure
- Refusal to obey the supervisor's work instructions
- Solicitation
- Carelessness leading to district financial loss
- Misusing and destroying or damaging district or employee property

Repeated occurrences of these behaviors can result in the termination of employment.

Suspension. A suspension separates the employee from the work environment and generally lasts three days during which time the employee continues to be paid. A suspension is instituted when a situation arises that may endanger students, other people, or district property; requires an investigation; and may result in the immediate discharge of an employee. The separation from work allows the supervisor time to investigate the circumstances and consult with legal counsel before making a final recommendation to terminate employment. Contract employees must be offered the opportunity for a hearing held in accordance with state law before any action to suspend without pay or terminate employment is taken (see, *Termination of Contract Employees*, "[Suspension without Pay](#)").

Before initiating a suspension period, a supervisor should review the situation with the next-level supervisor. Examples of performance problems that result in suspension could include, but are not limited to, the following:

- Flagrant and abusive insubordination
- Being at work under the influence of alcohol or drugs
- Deliberate destruction of district property
- Fighting
- Theft of district or employee property
- Major violation of safety instruction, procedure, or policy that endangers or injures employee or others

- Falsifying district records
- Possession of weapons or explosives
- Indecency or immoral conduct

Termination. For repeated problems that are not corrected after oral and written warnings, termination is the last resort. The employee who does not correct problems before this point is indicating an inability or unwillingness to change his or her behavior. The progressive discipline system helps to ensure that abrupt suspensions and dismissals are reserved only for serious offenses. Initiating a suspension before termination will ensure that the situation has been thoroughly investigated and that the employee is not being dismissed arbitrarily.

In cases where an investigation is not needed, termination may occur without prior disciplinary action. Contract employees must be offered the opportunity for a hearing held in accordance with state law before any action to terminate employment is taken (see, [Termination of Contract Employees](#)).

Situations that may result in termination include, but are not limited to, the following:

- Any form of sexual or physical abuse of a minor, or any other illegal conduct with a student or minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of an offense on district property or at a school-sponsored event

The resignation or termination of a certified district employee for these infractions must be reported to the Division of Investigations at the Texas Education Agency (TEA) (19 Texas Administrative Code (TAC) §137.587 (b)). Further, if a certified employee resigns or is dismissed and there is evidence the employee was involved in any of the circumstances listed above, the superintendent must inform the employee in writing that a report will be made to TEA that could result in sanctions against the employee's certificate (19 TAC §137.587 (c)).

Discipline Guidelines for Supervisors

Structured discipline guidelines should be considered one of several effective tools available to supervisors to use in resolving employee problems. Effective supervisors help employees be as successful in performing their job as possible. Good performance is a team effort that can be developed through open communication between supervisors and employees. A supervisor's expectations of an employee and the way that employee is treated influence job performance to a large extent.

Providing supervisors with guidelines for implementing discipline will aid in avoiding discrimination charges and help prevent recurrence of undesired employee behavior. Supervisors should be guided to use professional judgment to determine the most effective action to take and to consider the following:

- An employee's past job performance
- Length of service
- Past performance problems
- How similarly situated employees were treated

The [*Disciplinary Guidelines Checklist*](#) in the *HR Library* contains general guidelines for supervisors to consider when implementing progressive discipline procedures. Human resource administrators can distribute these to anyone responsible for employee supervision.

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